

Kemuel S. Marcellana

Address: Discovery Gardens, Dubai, UAE

Contact No.: 050 543 8697

Nationality: Filipino

Email Address: marcellanakemuel2@gmail.com



CAREER OBJECTIVE

As a goal-oriented and motivated individual, I am eager to contribute my skills and knowledge to a dynamic organization. I aim to secure a challenging career opportunity where I can apply my academic learnings and technical abilities while gaining a valuable experience. My objective is to enhance my skills further, make meaningful contributions to the business world, and grow alongside a reputable company.

EDUCATION

TERTIARY

RIZAL COLLEGE OF TAAL

2021-2025

Bachelor of Science in Business Administration

Major in Human Resource Management

Calle G. Marella, Taal, Batangas

SECONDARY

LEMERY SENIOR HIGH SCHOOL

2019-2021

Grade 11-12 | Humanities and Social Sciences Strand

Lemery, Batangas

GOVERNOR FELICIANO LEVISTE MEMORIAL NATIONAL HIGH SCHOOL

2015-2017

Grade 9-10 | Lemery, Batangas

ST. MARY'S EDUCATIONAL INSTITUTE

2013-2015

Grade 7-8 | Lemery, Batangas

PRIMARY

ST. MARY'S EDUCATIONAL INSTITUTE

2006-2013

Kindergarten - Grade 6 | Lemery, Batangas

PROFESSIONAL EXPERIENCE

Eversure Marketing Inc. (Internship)

Lemery, Batangas

- Respond to all customer inquiries, requests, and concerns related to motorcycle sales, spare parts, and accessories, ensuring a high standard of customer service.
- Maintain accurate records of customer information and track payment schedules using ledger books.
- Identify potential sales opportunities and coordinate with the appropriate sales team members to help meet branch sales targets.
- Assist the Finance Department with invoice preparation and payment processing for customers.
- Support the preparation and compilation of daily, weekly, and monthly sales reports for branch performance monitoring.

SKILLS & QUALIFICATIONS

Ability to Work Under Pressure

Trustworthy and Ethical

Reliable and resourceful

Effective Time Management

Critical thinking skills

Proactive and self-motivated

Open for a new learning

Excellent communication skills

Organizational and Administrative Skills

I hereby certify that the above-mentioned information is true and correct to the best of my knowledge and belief.

KEMUEL S. MARCELLANA

Applicant

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To whom it may concern,

Greetings of the day!

Please accept this letter as an expression of my interest in your admirable company. I recently graduated with a Bachelor of Science in Business Administration, major in Human Resource Management, from Rizal College of Taal, Batangas, Philippines and I am eager to apply my academic knowledge and passion for HR in a dynamic, fast-paced environment.

Throughout my studies, I have gained a solid foundation in human resource principles, including recruitment, employee relations, performance management, and organizational behavior. I completed hands-on projects where I was responsible for conducting mock interviews, usage of artificial intelligence based platforms, and analyzing employee satisfaction surveys. Additionally, my coursework in relation to management / administration has prepared me to address complex HR challenges and contribute to the growth of the organization.

In addition to my academic background, I completed an internship at Eversure Marketing Inc., where I supported the HR team in daily operations. Moreover, I also take the initiative to support them on sales and reports. This experience allowed me to develop excellent organizational skills, an understanding of business dynamics, Microsoft applications, and a strong ability to work collaboratively in a team setting.

What excites me most about the opportunity at your beloved company is your commitment to fostering an inclusive work culture and employee development, values I deeply share. I am particularly interested in contributing to your ongoing efforts to enhance employee engagement and streamline HR processes to ensure smooth and efficient operations.

I am confident that my fresh perspective, combined with my dedication to continuous learning and professional growth, would make me a valuable asset to your team. I am eager to contribute and would welcome the opportunity to discuss how my skills and passion for human resources can support your goals.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Please find my resume attached for your reference.

Sincerely,

KEMUEL S. MARCELLANA

Applicant