

GENERAL INFORMATION

Name: Bashri T. Asgar
Nationality: Filipino
Date of Birth: March 13, 1989
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Permanent add: Talon Talon, Logoy Grande,
Omar compnd., Zamboanga City
Current Address: Talon Talon, Logoy Grande,
Omar compnd., Zamboanga City



OBJECTIVE

Interested in joining a company where I will have enough opportunity to acquire and as well as share knowledge and information in order to give my best and as well as to obtain a position in which I will be able to utilize my communication, computer and technical skills that will contribute to the growth of the company. Also I would love to work in a suitable environment that would challenge my technical skill and give me direction for the improvement of the organization, for I believe in how much I can give to the organization rather than how much the organization can give me.

EDUCATIONAL BACKGROUND

*COLLEGE (2006–2013)

Zamboanga State College of Marine Sciences and Technology-
Zamboanga City Philippines

Degree: Bachelor of Science in Aquaculture

*HIGH SCHOOL (2002 - 2006)

Filipino Turkish Tolerance High School – Sinunuc, Zamboanga City, Philippines

*ELEMENTARY (1996 - 2002)

Sarang Bangun Learning Center – Baliwasan, Zamboanga City Philippines

BASHRI T. ASGAR

Talon Talon, Logoy, Grande, Omar compnd., Zamboanga City – 09651283453–



PROFESSIONAL WORKING EXPERIENCES:

1. HR officer

TAXI RESTAURANT AND FOOD COMPANY Ltd. – (Jan. 2016 to Jan 2018)

Riyadh Tel: +96612886651 Fax: +96612886650 – P.O Box 7273 Riyadh 12241

- Recruits, screen, sorting qualified candidates for vacant position (interviewing, background checking).
- Managing work force ("employees") such as (giving orientation, proper training, guidance and assistance, promoting motivation, and promotions).
- Enforcing and updating policies (company rules and regulations)
- Providing documentation and maintaining employees records (such as employees contracts, medical insurance, payroll, vacation, sick leave, paper legalities of the employees (passport and sponsorship), providing solution and assistance for complain and request).
- Monitoring employees (performance, health, and progress)

2. Time keeper

Drake and scull internatioanal– (Feb 2014– Nov. 2015)

P.O Box 15130 Riyadh 11444-KSA Tel: +966112915390 Fax: +966112918052

- Responsible for tracking the hour worked of the employees.
- Providing and maintaining an accurate timesheets for monthly period
- Providing documentation of monthly log in, absence, overtime, in a certain system provided by the company.

CERTIFICATES:

- **EMPLOYEE OF THE YEAR (HR OFFICER)-TAXI RESTAURANT AND FOOD COMPANY Ltd.**
- **DIPLOMA IN BS AQUACULTURE- COLLEGE DEGREE.**
- **CERTIFICATE OF EMPLOYMENT IN DRAKE AND SCULL INTERNATIONAL**
- **CERTIFICATE OF EMPLOYMENT IN TAXI RESTAURANT&FOOD COMPANY Ltd.**

SKILLS

- Strong management, training and motivational skills.
- Excellent communication skills, effective communicator both verbal and in written .
- Natural ability to work on own initiative or as a part of the team.
- Capacity to work effectively on difficult personalities.
- Able to quickly learn and clearly communicate regulatory guidelines.
- Excellent skills in computer (excel, word, and PowerPoint).

