



**Falcon Multi Services Ltd**  
201, Creado, Juhu Chruch Road, Juhu Mumbai 400049

## Personal Information

<b>Candidate id</b>	2638
<b>Name</b>	Salome Bolanos
<b>Date of Birth</b>	1976-10-20
<b>Salary (in USD)</b>	2512/Per Month
<b>Industry</b>	HR
<b>Sub Industry</b>	HR - Recruitment
<b>Nationality</b>	Philippines
<b>Primary Language</b>	English,
<b>Secondary Language</b>	Arabic,
<b>Total Years of Experience</b>	23

## Additional Information

<b>Roles and Responsibilities</b>	<b>Additional Skills/Certification</b>
With over 20 years of experience in the oil industry, I have developed strong expertise in human resources coordination, administrative support, and employee services. My background includes direct collaboration with team leaders, chief professionals, group planning coordinators, and HR departments, enabling me to contribute effectively in high-performance environments. Throughout my career, I have been responsible for managing employee leaves, coordinating training courses, and overseeing monthly ration distributions. I pride myself on my organizational skills, attention to detail, and ability to maintain smooth HR operations across various departments. My work ethic is driven by a commitment to efficiency, teamwork, and continuous improvement. I am confident that my extensive experience and dedication would make me a valuable asset to your team. I welcome the opportunity to further discuss how I can contribute to your organization's success.	MS Office/ HR/ Budgetting/ Purchasing/ Inventory and so on.

## Education Summary

Course	University	Passing Year	Country
Business Administration	Philippines	2014	Philippines

## Career Summary

Position	Employer	Country	From	To
HR Training & Tech Officer	AlDhow	Kuwait	06/2002	06/2025

[To View Contact Number, Kindly drop an email to hr6@falconmsl.com](mailto:hr6@falconmsl.com)