

**MECHELLE**

**MECHELLE.140338@2freemail.com**

**CAREER OBJECTIVES**

To gain further exposure in position relevant to my field of interest suited to my qualification.

**SUMMARY OF QUALIFICATION**

* Ability to coordinate with all levels of management.
* Self- Motivated, Hardworking, Trustworthy, Flexible and Efficient
* Excellent in Customer Service and Multi –Task Oriented
* Possesses the eagerness to learn and allow personal growth
* Quickly adopt new working environment and can work under pressure
* Can work independently and be able to work with a team in a fast phase environment with less supervision
* Great communication skills.
* Knowledge in MS Word, Excel, Power Point, BIOTK, Hypertrax

**WORK EXPEREINCES:**

**MARCVENTURES MINING DEV’T CORPORATION**

SitioBanbanPanikian, CarrascalSurigao Del Sur

**October 2014 – November 2016.**

**Compensation & Benefits Unit Supervisor**

**Timekeeping Supervisor**

**Duties and Responsibilities**

* Responsible for the Processing of payroll for Campsite, Butuan ,and KPSO
* Checked Payroll and billing from the Subcontractors/Agency
* Establish Work Unit policies, submission deadlines, and manage timekeeping functions. Discuss timekeeping roles and responsibilities with all employees.
* Review and take action on all requests for Leave (Vacation, Sick leave Home leave, etc.)Premium pay, compensatory time for travel
* Maintain awareness of VL/SL/ HL/CL balances of employees and arrange, to the extent possible.
* Review the records for accuracy of hours worked, leave taken, and accounts charged for all employees supervised each pay period to ensure compliance with all rules, regulation, policies and laws and to mitigate the creation of new leave errors.
* Provide employees and Timekeepers time to carry out their responsibilities.
* Ensure compliance with all pay, leave and timekeeping regulations and policies
* Provide measures to ensure an appropriate level of security exists that will eliminate the possibility of fraud and/or abuse of all employee’
* Processing reimbursement and all benefits claims of all employees.,
* Prepare reports like absenteeism, Tardiness, Undertime and Absent without Official Leave (AWOL)
* Assist to HR officer for the issuance of memorandum and sanctions to employees with corresponding violations.

**MARCVENTURES MINING DEV’T CORPORATION**

Sitio Banban,Panikian, Carrascal ,Surigao Del Sur, Philippines

**August 20, 2011** **– October 15, 2014**

**Administrative Secretary**

**Duties and Responsibilities**

* Perform a wide variety of varied, complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and programmatic support functions in support of assigned department with only occasional instruction or assistance; relieve department head of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
* Plan and organize work activities; recommend improvements in work flow, procedures, and use of equipment and forms; implement improvements as approved; develop and revise office forms and report formats as required; organize and maintain filing systems
* Performs experience level secretarial tasks of a confidential nature including but not limited to producing letters, reports, distributes mail, etc.
* Communicates in a positive & effective manner with staff, co-workers, &/or visitors.
* Answers telephone communications and record messages.
* Sets appointments and schedules for Admin. Manager.
* Perform clerical and administrative tasks quickly and accurately.
* Assists with the preparation, calculation, and execution of the budget, and maintain, monitor records of Admin. Expenses versus the Department’s budget.
* Maintain accurate and up-to-date offices files, records, and logs for assigned areas; develop, prepare, and monitor various logs, and files for current and accurate information including manual and computer logs other specialized or technical documents processed.
* Maintain efficient office procedures and a system for keeping track of requested actions and reports.
* Coordinate, process, and confirm staff travels arrangements; arrange for transportation and accommodations for travel, check and process expense claims.
* Process notarial requirements for all the contracts such as Lease contracts & Deed of Sale.
* Perform duties that maybe assign from time to time.

**SEMINARS ATTENDED:**

**BOSH- BASIC OCCUPATIONA SAFETY & HEALTH**

Conducted by: **JCR ESH Consultancy Inc**, Accreditation No. 1030-082213-0061

At Carrascal, Resto Royal, CarrascalSurigao Del Sur

March 14-18, 2016

**UPDATES ON BUSINESS GOVERNING REGULATORY BODIES**

Conducted by: (PICPA) Philippine Institute of Certified Accountants

August 26, 2016 at Goat 2Geder Hotel, Butuan City Phils.

**GENDER SENSIVITY AWARENESS**

Conducted by:Marcventures, Mining & Development Corporation

April 26, 2016, at Banban, Panikian, CarrascalSurigaodel Sur.

**ISO- INTERNATIONAL ORGANIZATION FOR STANDARDIZATION AWARENESS CAMPAIGN**

Conducted by:Marcventures, Mining & Development Corporation

Sept.15, 2015, at Banban, Panikian, CarrascalSurigaodel Sur.

**Effective Human Resource (HR) System Practices (HR Course 101)**

November 15-16, 2014

Y Hotel, Butuan City

**5’S: Good Housekeeping, Occupational Safety & Health (OSH) and Industrious, Systematic, Time Conscious,** Innovative and strong Value for work(ISTIV) seminar

Conducted by: DOLE-13 (CARAGA) at Solar Lodge & Beach Resort, San Pedro, CantilanSurigao Del Sur (February 28, 2012)

**LABOR MANAGEMENT EDUCATION ON EMPLOYMENT RELATIONS**

Conducted by: DOLE (CARAGA) at Consuelo Cantilan, Surigao Del Sur

 (Sept. 28, 2011).

**PERSONAL BACKGROUND:**

Age : 31 years old Sex : Female

Birth Date : May 25, 1985 Civil Status : Single

Citizenship : Filipino Weight : 110 lbs.

Religion : Roman Catholic Height : 5’2”

 Visa Status : Tourist

**EDUCATIONAL ATTAINMENT:**

**BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

Surigao Del Sur Polytechnic State College

2002-2006

**PARANG NATIONAL HIGH SCHOOL**

Parang, CantilanSurigao Del Sur

1998-2002

**PARANG ELEMENTARY SCHOOL**

Parang, CantilanSurigao Del Sur

1992-1998

*I hereby certify to the best of my knowledge that the above information contained this resume is true and correct.*