**Jennifer**

[**Jennifer.150459@2freemail.com**](mailto:Jennifer.150459@2freemail.com)

**PROFILE SUMMARY**

Dedicated Admin and HR Professional with more than 6 years of experience managing a full spectrum of Human Resources and Admin activities. Dynamic and performance-driven with strong organizational, customer service, and communication skills.

**EDUCATIONAL ATTAINMENT**

**Xavier University- Ateneo de Cagayan** Graduated 2010

Bachelor of Science in Psychology

Corrales Avenue, Cagayan de Oro City. Philippines

**Mindanao University of Science and Technology** Graduated 2005

Lapasan, Cagayan de Oro City. Philippines

**EMPLOYMENT HISTORY**

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| **HR/Payroll cum Accounts Asst.**  **E&I Engineering**  **PowerBar Gulf LLC**  RAK Industrial Area, Ras Al Khaima UAE  (June 2015- present) | Job Responsibilities:   * Daily reports for employees absenteeism, employees clocked – check in and check out through running the Attendance Management System; * Issues Warning Letter, disciplinary actions to erring employees. * Calculate the Daily Overtime payment of our production employees; * Doing Biography Screening for a new applicants, recruitments; * Preparing the Medical Insurance Application of all the employees; * Assisting with the visa applications; * Assisting general HR duties such as updating HR Records, Attendance, Payroll (overtime calculations, annual leave and sick leave), and other HR related jobs; * Update clocking from TMS/Clocking Report/Holiday Forms/Weekly Timesheet/Absence Info/Early Leave Forms/Overtime Sheets; * Updating monthly entries of employees shift schedule in the Attendance Mgt System; * Give training to new Supervisors/Team Leaders for the entries on ERP System; * Assisting Supervisors/Team Leaders for the entries of their production staff shift schedule in Attendance Mgt System; * Making necessary arrangements during client/guest visits; * Secretarial duties to the Directors/General Manager as and when required; * Attend on some queries of our staffs most especially in HR matter. * Opening and closing the purchase order using the ERP system upon receiving invoices from Travel Agents; Hotels and suppliers; * Analysis and Posting of credit card statements; * Maintaining stock and reordering of stationery items; * Doing other Procurement duties related to HR matters. * Received Invoices and Delivery notes coming from the Store, Procurement and Suppliers; * Maintaining records for General Travels, PO’s, Credit Card used during Travel and Hotel Booking; * Booking flight tickets for employees who will be on Annual Leave, Final Exit, New Joiners, site inspection by the Directors – Managers and Engineers. * Booking Hotels for our Director, Guest, Engineers and others; * Monitoring the list of purchase order that has been open for the month to meet the deadline of month end closing in IFS system; * Perform other related duties. |
| **Admin and Back End Support cum Customer Service Representative**  **Water Edge Real Estate Broker**  Al Futtaim Business Centre  Sheikh Zayed Road, Dubai UAE  (October 2014- March 2015) | * Oversee all aspects of buyer & seller transactions from executed purchase agreement to closing. * Attracts potential customers by answering product and service questions; suggesting information about other products and services. * Opens customer accounts by recording account information. * Maintains customer records by updating account information. * Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution. * Over-all handling of the CRM Software (Real Estate Listing Software) * provide general administrative and clerical support * Assisting sales forecast process and backing up for documentation requests. * Storing, retrieving and integration of information for distribution among the clients and agents. * Coordinating the various activities for the company’s smooth functioning. * Landlord/Owner Confirmation * Acquiring Properties through Telecommunications * Administrative and technical help for Agents and Management * Property Search as per Agents requirement * Keep updated with market requirement in term of commercial and residential area. |
| **Human Resources Specialist**  **(Employee & Labor Relations)**  Philsteel Holdings Corporation  Makati City, Philippines  (September 2013-September 2014) | * Provide employee relations support, employee and management counseling, issue facilitation, and develop and implement solutions to organizational and people-related challenges. * Handles Recruitment * Monitor and Process Clearance for Resigned and End of Contract Employee * Issues Notice of Violation, disciplinary actions to erring employees. * Coordinates with Training Department on relevant matters pertaining to continuous Professional Development. * Maintains complete file of all HR records, correspondences, contracts, and agreements, and other documents as maybe required by his/her immediate superior. * Coordinates with the different departments of the company or its affiliates as may be required by his/her immediate superior. * Assist Group HR Director with HR projects such as collation of Organizational Charts, Job Descriptions and Job Competencies. * Prepares agenda for HR Committee and HR Staff meetings, takes down the minutes, and document minutes of the meeting. * Plans and coordinates the training of staff in HR activities * Update201 Files and Salary Scale of Manager & Officer * Updates Manpower Reporting of all Companies. |
| **Human Resources Officer**  St. Therese Learning School Of Rodriguez. Inc.  Rizal, Philippines  (June 2012- September 2013) | * Providing HR and Admin Support * Payroll Processing and Administer time attendance * Responsible for the overall Recruitment process * Conducts Employee Orientation, Development and Training, and Counseling * Final interview and evaluation of potential candidates, checking references and organizing background checks. * Maintains employee benefit programs, keep employee records, establish and implement policies and procedures and ensure legal compliance. * Conducts appraisal and monitors the employees’ performances. * Compensation & benefits administration and recordkeeping. * Prepare confidential HR management reports. |
| **Human Resources Assistant/Generalist**  SM Nursery Care Corporation, Kultura Store Inc.,  Supplies Station Inc.  SM Supermalls,  Cagayan de Oro City. Philippines  (May 2011- June 2012) | * Maintains overall Recruitment Process * Prepares Contract and Pre-employment requirements of applicant * Prepare Payroll Processing and Timekeeping * Conducts Employee Orientation and Training * Updates and monitor monthly manpower * Maintains employee files and HR filing * Accomplishes compensation and benefits andministartion and record keeping |

**PERSONAL INFORMATION**

Sex : Female

Civil Status : Single

**CORE SKILLS AND COMPETENCIES**

* Well acquainted with HR and Admin functions
* Clear communication, presentation, interpersonal and negotiation skills.
* Computer-operation literate and HR application Knowledge.
* Ability to handle multiple projects.
* Maintains cordial relations with workforce