**Jennifer**

**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.
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| **Admin and Back End Support cum Customer Service Representative****Water Edge Real Estate Broker**Al Futtaim Business CentreSheikh 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.
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| **Human Resources Specialist****(Employee & Labor Relations)**Philsteel Holdings CorporationMakati 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.
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| **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.
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| **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
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**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