**LYNN MARIE C. CELESTINO (Maryam)**

**OVERVIEW**

Highly competent professional who can be trusted with even the most confidential projects. Excels in organizing environment into smooth running operations and develop administrative processes to improve accuracy and efficiency. A self-starter, quick learner, independent, team player who always exceeds expectations. A professional who has more than nine years of expertise in the field of real estate, telecommunications and automotive focused on top executive management, human resources, general administration management and general procurement. Making life easier for the busy executives.

**AREAS OF EXPERTISE**

* Managing files, records and documents (hard copy and soft copy computer based)
* Perform accounting functions - General Human Resources
* Preparing correspondence, letters, reports - Planning corporate events and meetings
* Training and supervising personnel - Developing policies and procedures
* SAP Application - HRIS system
* General procurement process - Stenography
* Microsoft and Google Applications - Inventory and Asset Management
* Payroll timekeeping - Supplier and Vendor Management
* Human Resources and Employee Relations - General Office Administration
* ISO Management

**PROFESSIONAL EXPERIENCE**

 **( Oil and Gas)** 14 December 2014 – 30 June 2016

**Human Resource and Admin Officer**

* Set company policies and procedures; HR and Admin policies and procedures
* Managing files and records for the company (trade license, office rental, water, electricity and others)
* Solely managing the entire Human Resource Department and Administration for other companies such as (Gilgamesh Oilfield Services, Marble Slab, Portofino Patisserie and Café and Al Rand Shipping & Logistics for both Iraq offices and UAE offices)
* General recruitment process (posting ad, interviews, screening, onboarding)
* Visa processing (employment/visit visa)
* Employee Relations (disciplinary, memorandums)
* Payroll processing, Employee benefits, training and development, leaves, annual tickets, etc..
* Company events management
* Employee record management
* Management Representative for ISO Certification – ISO 14001, OHSAS 18001 and ISO 9001
* Draft letters and memorandums
* Manage HR policies
* Solely managing the entire general office administration that includes:
* Purchasing of office supplies, kitchen supplies and other materials for the office
* Purchasing office equipment and other employee accountabilities
* Procurement processing and recording
* Supplies and Asset inventory management
* Vehicle and Driver Registration
* Booking for hotel and airfare
* Invoice and billing processing
* Supplier and vendor management
* Managing Corporate Account Application such as Du, Etisalat, Aramex, DHL, etc.
* Manage renewal for trading licenses, agreements and contracts

**KMC MAG GROUP INC (American Real Estate/BPO)** March 2013 – November 2014

**Executive Assistant to the CEO/Managing Director**

**www.kmcmaggroup.com**

* Provide full range of executive services to the Managing Director and the sales team
* Full management of calendar, diary and itinerary - Hotel and airline booking
* Coordinate with different levels in the organization - Phone calls, teleconference, voicemails
* Preparation of documents and presentation - Procurement
* Process liquidations and reimbursements - Process cash advances
* Recording of all the documents and checks signed - Sales report for the MD
* Manage special projects like LEED Certification and Business Permits
* Account management for Savills multi million project (Manila Bay Resort)
* Process billing statements, invoices and credit card billing statements

**Ascendas Services Philippines Corporation (Singaporean Real Estate)** October 2008 – November 2012

**Senior HR and Administrative Assistant/Executive Assistant to the Country Manager**

**www.ascendas.com**

* Reports directly to the Country Head - Full support on the needs and wants
* Assist all the employees on their IT and Admin concern - Assist on meeting and teleconference
* Manage administrative filing - Process service contracts and agreements
* Participates on new hire orientation - Handles various function and events
* Manage housekeeping rules in the office - Maintenance of company vehicles
* Manage company assets and office equipment - Manage master list for all suppliers
* General administration including the supervision of the IT staff, receptionist, drivers and utility
* Process utility billing of the country head (water, electricity, cable, telephone and mobile)
* General procurement processing from request requisition forms, canvassing, quotations, release of purchase order, receiving of items and payment processing

**Ericsson Telecommunications Inc. (Telecommunications)**  March – October 2008

**Human Resource Assistant**

**www.ericsson.com/ph**

* Reports directly to the HR Director - Payroll timekeeping for 200 employees
* Assist on the training needs of field engineers - Prepare and process AMEX cards
* Hotel and transportation booking of guests - Purchasing through SAP system
* Manage office supplies for HR - Manage 201 files
* Assist on various functions and events - Prepares letters and correspondence
* Payment processing for invoices and bills - Handles documents for delivery
* Manage distribution of pay slips

**Ford Global City and Hyundai Global City Hub (Automotive)** April 2005 – March 2008

**Human Resource and Admin Assistant**

**www.autohubgroup.com**

* Reports to the HR Manager - Employee relations
* Recruitment - Payroll timekeeping for 200 employees
* Manage 201 files - Prepares letters and memorandums
* Receptionist and attend to phone calls - Manage HR supplies
* Handles events and trainings - Resolving issues on payroll
* Implements and communicates changes on HR policies among all levels in the organization

**EDUCATION**

Polytechnic University of the Philippines, Taguig Philippines School Year 2001 – 2005

Bachelor in Office Administration

Scholar with an average grade of 2.0 and active on various sports, music and extracurricular activities

 **Job Seeker First Name / CV No: 1798854**

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