

**JO ANN DULA AMOMONPON – CV No. 1995606**

**OBJECTIVE:**

To seek a challenging position in Human Resource Management, Recruitment, Office Administration, and Customer/Logistics Support Services in a progressive, reputed and professionally managed organization and to utilize my talents, interests and experience to the optimum level, facilitating mutual growth with the company.

**PROFESSIONAL/PERSONAL PROFILE:**

Performance driven administrative professional with over 10 years’ experience in facilitating support services, office management and corporate/contract recruiting. A quick learner with a desire to contribute in achieving company goals while optimizing personal growth potentials.

Has initiative, detail-oriented, accurate, dependable, a listener with strong interpersonal skills. Creative, organized, and a dynamic self-starter, strong ability to work with variety of people and strive to understand client needs and provide exceptional results.

With innovative communication ideas evolved into practical solutions / direction that deliver results. Sound knowledge with UAE visa processing and labour law.

Experienced in submission of pre-qualification documents to new clients

Very good operation knowledge with MS office packages (Outlook, Word, Excel and PowerPoint) Proficient in English language both writing and speaking

**QUALIFICATIONS:**

**Bachelor of Science in Commerce**

Major in Management Accounting

La-Salle University (formerly Immaculate Conception College)

Ozamiz City, Philippines

Graduated October 2003

**TRAININGS:**

Interpersonal & Communication Self & Time Management and Assertiveness Skills

Secretarial and Logistics Skills

Recruitment, EDMS and ERP software trainings (Citirx, Trisys, Bullhorn, Orion Mobility)

Permanent and Contractual Placement

**WORK EXPERIENCE:**

**Mar 2011 – Sep 2016** Website: www.airswift.com

 Abu Dhabi, UAE

Airswift offers more than 30 years’ experience in supporting some of the most significant oil and gas capital development projects in the world. Airswift has operational experience in over 50 countries worldwide through a network of wholly owned subsidiaries, joint ventures and alliances. Airswift provides contract, project and staff hire personnel, for single appointments and high volume recruitment campaigns alike.

***Abu Dhabi Operations Lead***

*Apr 2016 – Sep 2016*

* Support the Delivery Manager and Regional Operations Manager with the day to day operations of the business Oversee ongoing administration items such as UAE Employment Law changes, immigration procedures, End of Service Benefit (EOSB) and Wage Protection System (WPS)
* Manage the operational relationship with the local partners and identify improvements in efficiency and cost where possible
* Support the Delivery Manager with operational informational pertaining to bids, tenders, pre-qualification and business development
* Day to day management of the office necessary to support the operation such as but not limited to application of new visa and visa renewals for staff and contractors, trade license renewal, application and renewal of insurance cards, answering phone calls and support the regional finance team by coordinating some aspects of Abu Dhabi office related tasks. These include (but are not limited to) petty cash management, purchase orders, banking and timesheet/invoicing support on certain clients.
* Ensure that the Company's policies and procedures are followed at all times.
* Managing UAE filing systems and ‘how to guides’ and reviewing operational processes and support HR Manager by assisting in the policies and guidelines
* Coordination with the supplier and facilitate timely payments of bills.
* Day to day management of Driver/ PRO management
* Arrange scheduling of meetings, draft agenda and takes down minutes of meeting and follow-up where actions required

***Senior Global Mobility Consultant / Recruitment Coordinator***

*Mar 2011 – Mar 2016*

* Coordination with client for work order release, amendments and revisions.
* Draft employment contract and liaise with the candidate until contract execution
* Arrange pre-mob medical exam, background check, drug and alcohol testing, site passes as per client requirement/compliance
* Administer on-boarding process including visa application, employment contract preparation
* Travel arrangements including flight, hotel and transfers
* Process in-country support application (i.e family visa application, driving and alcohol licenses application and children schooling options
* Conduct orientation of newly hires and go through timesheet and expense claim preparation, payroll schedule and procedures, visa formalities, provide options for long term accommodation and transportation to work
* Administration of employee benefits (leaves, flight, medical insurance application and renewals, travel, etc.)
* Arrange scheduling of meetings, draft agenda and takes down minutes of meeting and follow-up where actions required
* Compose and prepare confidential correspondence, letter and reports

**Seconded Recruitment Consultant**

**Wood Group PSN**, Abu Dhabi

*Jun 2011 – Sep 2011*

* Selected for a 9-week period secondment to PSN Emirates from then Air Energi to assist in conducting a recruitment campaign in India.
* Responsibilities included pre-screening of CVs, collecting feedback on candidates from line managers, arranging interviews, collating candidate documents, conducting HR interviews and documenting all interview results.
* During this time over 4000 CVs were pre-screened, 200 interviews were held resulting in over 100 multi discipline Engineers being identified to employ. Successful interaction with senior management led to a positive conclusion to the campaign and a letter of recommendation from PSN’s Technical Director with regards to my role in the campaigns success

**Apr 2008 – Feb 2011 BRUNEL ENERGY**

Website: www.brunelenergy.net

Abu Dhabi, UAE

Brunel Energy provides specialist knowledge to the international oil & gas, petrochemical, power generation and construction industries. Our clients are predominantly major operating companies and international engineering or construction companies. Clients: ADNOC Group (ZADCO, ADGAS, ADCO, TAKREER, ADNOC-FOD, Borouge) & others.

***Administration / Recruitment Coordinator***

* Liaise with client and candidate with logistic requirements and appointment of interview and tests during recruitment campaigns.
* Receive job order, prepare job description then advertise to company online portal and other jobsites.
* Search potential candidates, screen CV responses, approach and confirm interest of shortlisted candidates. Liaise to clients in dispatching CVs, arranging telephone/personal interviews, offer letters, procedures in mobilization and start date.
* Arrange travel arrangements for personal interview and mobilization / rotation offs (hotel accommodation, flight tickets and local transportation).
* Collect feedback of telephone/personal interview with client, inform candidate and coordinate with them with the rest of the recruitment formalities until candidate joined.
* Update personal files and all relevant records, ensuring availability of all documents in the personnel file (CV, Offer Letter, Acceptance, Passport Copy, Visa Copy, Emirates ID, Medical Insurance Cards, Educational Certificate copy) and keeping track of the expiry dates.
* Day to day management of the office necessary to support the operation such as but not limited to application of new visa and visa renewals for staff and contractors, trade license renewal, application and renewal of insurance cards, answering phone calls and support the regional finance team by coordinating some aspects of Abu Dhabi office related tasks. These include (but are not limited to) petty cash management, purchase orders, banking and timesheet/invoicing support on certain clients.
* Draft certifications/letters.
* Keeps track of office stationary inventory and arrange procurement.
* Receive and dispatch parcels for courier services.

**Sep 2006 – Apr 2008 AIR ENERGI / now Airswift**

www.airswift.com

Doha, Qatar

***Employee Services Administrator***

* Draft employment contract base on the work order from clients for review to Account Managers
* Communicate candidates prior to mobilization on arrangements in country, advise statutory requirements on residency procedures and collection of required documents
* Gather information on required paperwork applications to Embassies in travelling abroad from their respective country or origin to arrange entry visas and work permits.
* Arrange hotel accommodation, airport transfers and transportation/car rental to site for both onshore/offshore employees.
* Get in touch to project/client at work place including application/renewal of site passes, communicate to reporting line manager and getting approval of schedules on residency and in-country settling procedures
* Prepare labour contracts as required in residency applications
* Draft and communicate official correspondence
* Perform duties outside office including tourist visa extensions, insurance renewal; facilitate driving licenses application and car registration renewal.
* Maintain monitoring of visa, site passes and work orders expiry dates.

**Mar 2005 – May 2006 DEPARTMENT OF INTERIOR LOCAL GOVERNMENT**

Website: www.dilg.gov.ph

Ozamiz City, Philippines

DILG is a government agency comprising of National Police, Fire Dept., Jail Management & Penology and Local Government. Our scope covers 51 districts, responsible in information dissemination and implementation of national issuances, performance assessment and strengthening Local Government Units’ capabilities and aid in the smooth operations in conformity with the General Law.

***Administrative Assistant***

* Represent the agency on massive information dissemination drive
* Prepare terminal reports with complete details on projects conducted
* Participate and assist in the conduct of seminars, orientations and trainings to Government Officials
* Do data banking for guidelines framework and played a vital role in planning and implementation process
* Coordinate with other government agencies in statutory procedures/applications
* Monitor and render monthly reports of personnel absences and leave balances to regional level.
* Receive, control, disseminate, secure and retrieve issuances, correspondence & other official documents
* Draft official correspondence
* Attend phone-in and walk-in clients/enquiries.

**PERSONAL DETAILS:**

Birth date: 02 April 1984

Marital Status Married

Nationality: Filipino

Driving licenses: UAE (valid until July 2019)

Visa: Residence, on husband’s sponsorship

|  |
| --- |
| **JO ANN DULA AMOMONPON – CV No. 1995606**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |