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# Jesicca

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**CAREER OBJECTIVE:** To contribute to the company’s long term goal by continuously using my skills,

experiences and achieve above satisfaction to both the company and co-workers.

**WORKING EXPERIENCES:**

**Company Benefits/Employee Movement Officer** May 2015 up to present

Carmen Copper Corporation

Don Andres Soriano, Toledo City, Cebu

Duties and Responsibility:

**Medical Benefit Supervision**

* Checks the accuracy of entries in the medical benefit monitoring to ensure that medical benefit availment does not exceed the maximum benefit limit.
* Guarantees that all submitted list of dependents for the enrolment of the medical benefit plan are properly recorded.
* Verifies and countersigns the list of dependents certification issued to employees if in order.
* Resolves minor issues pertaining to benefits and recommends solutions.
* Make sure that employees are well-informed of the existing company benefits and their entitlement.
* Counterchecks cash advance and medical reimbursement applications, maternity assistance, hospital billings, school allowance applications, and ASMC school subsidy applications before signature and approval of the authorized signatories.

**Employee Movement Supervision**

* Ensures that employees who are due for employment regularization, transfer, change of designation, and consultants for extension of contracts, are processed on-time.
* Suggests necessary information to be integrated in the HRIS program and evaluates the same.
* Prepares communications for other departments for approval and signature of Department Head.
* Guarantees that department concerned and Treasury Department are well-informed of employees’ movement.

**Insurance Claims**

* Monitors the timely processing of insurance claims.

**Leadership & Supervision**

* Provide opportunities and develop competency level of direct reports for career development and succession planning through training and other developmental activities.
* Monitor and enforce the compliance of direct reports to company policies.
* Supervise, coach, review and monitor the performance of direct reports and make recommendations on employee movements, promotions and transfers.
* Provide direction and guidance in the setting of yearly Key Result Areas and Performance Targets of direct reports.
* Conducts performance review and discussion with direct reports and prepare development plans as needed.
* Develops self and updates knowledge in relevant field at all times for professional growth.

**Company Policies and Procedures Compliance**

* Participates actively in safety, health, environment, and community relations activities to contribute in providing a safe, secure and healthy workplace in Carmen Copper Corporation.
* Complies with the Company’s Uniform Code of Conduct and policies.

**Other Task**

* Performs other duties and responsibilities as needed.

**Employee Movement Staff** February 2014 to April 2015

Carmen Copper Corporation

Don Andres Soriano, Toledo City, Cebu

Duties and Responsibility:

* Monitoring and updating of records of probationary employees who are due for regularization and contracts of consultants.
* Inform one month ahead thru email the respective heads of the employees/consultants who will be for regularization/end of contract.
* Prepare and process endorsements and contracts for management’s approval.
* Inform concerned department once the endorsements are already approved and provide a copy of the approved endorsement for HRIS update and payroll.
* Monitoring of employees still with entry rate who are due for salary adjustment based on the guidelines and procedures.
* Handles other related tasks that maybe assigned from time to time.
* Handles the fitting and releasing of company uniform.

**Company Benefits Services Staff** May 2009 to February 2014

Carmen Copper Corporation

Don Andres Soriano, Toledo City, Cebu

Duties and Responsibility:

* Enrolls employees and their qualified dependents to the benefit programs offered by the company such as school subsidy, medical, etc.
* Answers questions, explains and interprets company benefit programs to employees and dependents.
* Monitors and updates records concerning employees’ medical benefits limit.
* Processes medical reimbursements.
* Processes requests for maternity assistance and ensures that corresponding requirements are attached.
* Facilitates requests for employment certification and cash advance.
* Provides appropriate forms to requestor.
* Checks and verifies eligibility of requests.
* Advises requestor of the date of availability of the request.
* Forwards accomplished cash advance forms to superiors for review and signature.
* Sends approved cash advance forms to Accounting for processing.
* Retains cash advance HR copy for file.
* Encodes employment certification and affixes significant details accurately.
* Forwards certification to superiors for review.
* Releases signed employment certification to requestors;
* Performs other related duties assigned from time to time.

**201 File Statistician**  September 2008 to May 2009

Carmen Copper Corporation

Don Andres Soriano, Toledo City, Cebu

Duties and Responsibility:

* Provides the necessary 201 files requested by the legal services department and supplies personnel’s data/information to requesting departments/division.
* Prepares memos/correspondence relative to Personnel’s information records.
* Maintains enough supplies for the records sub-section such as personnel cards, 201 jackets and forms.
* Reviews certification of employment data.
* Checks the proper granting of housing allowances to all managerial employees.
* Coordinates with Payroll & Timekeeping Section in seeing to it that personnel’s data are reflected correctly in the Payroll and in DP master list.
* Updates the salary rates of rank and file employees in their 201 records.
* Prepares list of 25 years service awardees for the year basing on the 201 records.
* Performs other related duties that may be assigned from time to time.

**PAYROLL ENCODER**  June 2008 to September 2008

Carmen Copper Corporation

Don Andres Soriano, Toledo City, Cebu

Duties and Responsibility:

* Prepares an updated status of personal accounts and other payroll deductions to determine the extent of or to limit personal cash advances.
* Collects timecards from the different departments during cut-off payroll period.
* Checks the number of hours worked including overtime in determining the total

number of hours worked in the individual time cards.

* Checks the propriety of the payroll deduction balances as reconciled from the records submitted by the accounts Receivable-Employees clerk such as SSS, Pag-ibig, Philhealth and withholding tax and personal cash advances.
* Sees to it that payroll controlling accounts reconciles with the figures reflected in the trial balance.
* Ensures that all payroll charges/labor cost are properly booked to the different

departmental cost centers.

* Maintains systematic filing of records and other accounting reports/documents

for easy reference.

* Performs other duties and responsibilities that may be assigned from time to time.

**On-the Job Training**

Carmen Copper Corporation

Don Andres Soriano, Toledo City, Cebu

Duties and Responsibility:

* Assist on the proper safekeeping of company’s employees’ 201 records and in providing need information to other departments regarding employee’s record based on the personnel record. Assists in the preparation of the operating budget of the department or division as a whole. Performs other related duties that may assigned from time to time.

**SPECIAL SKILLS:**

• Knowledge on MS Office

• Accuracy and attention to details

• Organization and prioritization skills

• Tolerant and flexible to different situations

• Strong verbal and personal communication skills

**PERSONAL DATA:**

Age: 34 years of age

Birth Date: May 3, 1982

Status: Married

Sex: Female

Religion: Roman Catholic

Nationality: Filipino

Language Spoken: English, Tagalog, Cebuano and Waray-Waray

**EDUCATIONAL BACKGROUND:**

**Short-term Course** Visayas Christian Institute of Technology

Abuyog, Leyte

S.Y. 2007-2008

**Computer Secretarial**

Award: **PC Operation – National Certificate II**

**Tertiary** University of San Jose Recoletos

Magallanes St., Cebu City

S.Y. 2013-2014

**Bachelor of Science in Office Administration**

**Secondary** Notre Dame of Abuyog

Abuyog Leyte

S.Y. 1998-1999

**Primary** Canmarating Elementary School

Abuyog, Leyte

S.Y. 1994-1995

**TRAININGS / SEMINARS ATTENDED:**

**Drug Awareness Seminar November 13, 2010**

Carmen Copper Corporation

DAS, Toledo City

**Reorientation on HR Policies November 13, 2010**

Carmen Copper Corporation

DAS, Toledo City

**Unleash the Highest Potential of Your Life/Work and Money February 25-27, 2014**

Carmen Copper Corporation

DAS, Toledo City

**Defensive Driving Course June 4-9, 2012**

Carmen Copper Corporation

DAS, Toledo City