**Rita**

[**RITA.352044@2freemail.com**](mailto:RITA.352044@2freemail.com)

**Objective:**

Seeking a Human Resources / Administration Management position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company

**Experiences:**

**Quinn & McGrath Global Specialist WLL, Qatar - UAE**

**HR Admin Assistant / Recruitment Officer**

Mussafah, Abu Dhabi, UAE

**April 2015 to date – UAE Branch**

**January 2015 to April 2015 – Qatar Branch**

**Quinn & McGrath** is a leading British multi – sector recruitment consultancy operating internationally. We are committed to providing professional, reliable and first class service to the global market. We operate via a matrix structure organized by geography, function and specialist industry sectors**.**

**BUSINESS COVERED:**

Construction & Engineering, Oil & Gas, Logistics, Finance & Banking, Aviation, Medical & Healthcare, Sales, Marketing and Education.

**Duties:**

***HR Admin Assistant***

* Assist with day to day operations of the HR functions and duties
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment)
* Assist in payroll preparation by providing relevant data
* Responsible for updating and follow up invoice dues
* Properly handle and file documents such as terms of agreement, invoices, holiday forms and contracts.
* Provides secretarial support by entering, formatting, and printing information.
* Organizing work, answering the telephone, relaying messages, maintaining equipment and supplies.
* Contributes to team effort by accomplishing related results as needed.

***Recruitment Officer***

* Searching candidates (headhunting) through job portals and database
* Conduct initial interviews and assessing prospective applicants and matching them with vacancies at client companies
* Drawing up short-lists and organizing interviews and selection events
* Making arrangements for the advertisement of vacancies
* Helping applicants to prepare for interviews.
* Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.

**SGG – ROWIN Construction Co., Philippines**

**Office Engineer / HR and Accounting Staff**

Formerly SGG Construction

Santa Lucia, Magalang, Pampanga

**October 2010 to January 2015**

**SGG – ROWIN** - offers constructing and engineering services. The company provides designing, field engineering, and project management and administration services.

**BUSINESS COVERED:**

Construction Engineering – Civil / Architectural / Structural / Plumbing

**Duties:**

***Office Engineer***

* Manage and submit all reviewed contract document to contract administrators for further approval.
* Analyze and recommend changes to contracts and prepare necessary amendments in contract documents
* Ensure all contract works in compliance with contract documents.
* Prepare project records with details such as field progress, field conditions, equipment use and corrective actions.
* Prepare monthly report on progress of assigned project with assistance of schedules, costs spreadsheets and perform analysis on same.
* Detailed quantity take - off for re-measurement & preparation of Bill of Quantities (BOQ)
* Maintains / organize / secure / prepares ongoing & current project documents as well as Site Accomplishment Reports and Bar Chart Schedule.
* Responsible for monitoring of all submitted Change Request and Invoice
* Prepared billing according to work finished.
* Responsible for performing clerical and administrative duties in an office setting.

***HR and Accounting Staff***

* Perform such accounting, financial or administrative tasks as may be required from time to time.
* Perform secretarial duties, such as typing, filling, sorting and forwarding mail, greeting clients, light bookkeeping and scheduling meetings.
* Compile reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable profit and loss and other items pertinent to operation of business.
* Prepare payroll system and payroll related items.
* Insure proper recording of new purchases and disposal, preparing quotations, answering telephone calls and communicate verbally/writing to answering inquiries and provide information.
* Maintain Purchase Order Processing system.
* Plans, directs and coordinates preparation of project documentation such as permits, contract modifications, productions specification and schedules, to ensure costumer contract requirements are met.
* Gathers business related details and information from Suppliers, Client, LGU personnel and Co employees for reporting to Project Manager.

**Nippon Super Precision Philippines Corporation (NSP), Philippines**

**Production Engineer I - Team Leader**

Unit 3 Lot H Phase VI SEZ Laguna Technopark, Biñan, Laguna, Philippines

**March 2007 to April 2010**

**BUSINESS COVERED:**

Manufacturing of Precise Instrument

High Machining by Super Precise Machine

Machining of Parts of Spindle Motor of Computer

**Duties:**

* Supervise the group in order to achieve the targets as set by the Production Control.
* Coordinate with the concerned department of all matters concerning quantity and quality of the products produced.
* Support the company’s applied system such as cost improvement, NG reduction, 6S, reporting and recording system.
* Conduct trainings and advancement of production skills and knowledge for the new and existing employees.
* Check and evaluate machines (CNC Lathe Machines), equipments and instruments to identify and eliminate source of failure.
* Change the cutting tools/chips in accordance with work instruction sheet.
* Maintain accuracy and conform to the specifications required for the production.
* Report for any abnormalities or intermittent operations of machine.

**Training:**

**Engineer’s Office; Municipal of San Nicholas, Lubao, Pampanga, Philippines**

* Office Engineer / On the job training; 2006

**Seminars Attended:**

**PHILVOCS, UP Diliman, Phlippines**

* September 30, 2005

**Testing of Materials and Equipment Laboratory, UP Diliman, Philippines**

* September 17, 2004

**Education:**

**Bachelor of Science in Civil Engineering**, April 2006

Don Honorio Ventura Technological State University

*Formerly Don Honorio Ventura College of Arts and Trades*

Bacolor, Pampanga, Philippines

**Personal Data:**

Date of Birth: April 25, 1983

Civil Status: Single

Nationality: Filipino