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| MYROSEMYROSE.367609@2freemail.com *Myrose* | Career Summary  |
| *A highly competent, motivated, dynamic and goal-oriented Administrative and Human Resource Practitioner, with an extensive experience of working as part of a team in a fast paced Corporate Environment. Well organized and proactive in providing timely, efficient and accurate Admin and HR support to office managers and work colleagues. Approachable, well-presented and able to establish good working relationships with a range of diversified people. Possessing a proven ability to generate innovative ideas and solutions to challenging situations.* |
|  | Career History  |
| Visa StatusVisit VisaGulf Experience 2 yearsLanguages KnownEnglish & FilipinoStrengths * International Studies Graduate
* 10 years as an HR/Admin practitioner with strong leadership qualities
* Excellent people skills, a great team player, possess highly developed interpersonal skills
* Reliable, dependable & adaptive to multicultural environment.
* Self-sufficient seeking new responsibilities irrespective of reward and recognition
* Loyal and determined and has high desire to grow in the organization
* Excellent English Communication Skills both oral and written

Organization AffiliationMember – Filipino Human Resources Practitioners’ Association- UAE, under the auspices of the Phil. Consulate General, Dubai, United Arab EmiratesInterests* Jigsaw Puzzle Solving
* Traveling
* Reading Inspirational Books
* Cooking
* Singing
* Arts & Crafts
* Music- Listening/ playing guitar
* Any public service oriented activities that promotes social, community awareness & green earth movement

Personal DataCivil Status : MarriedGender : FemaleNationality : Filipino | Mar. 2016 to Dec. 2016Dec. 2014 to Feb. 2016Sep. 2011 to Oct. 2014Jun. 2006 to July 2011 | ***Admin & HR Head***, Valpas Safety Services, *Dubai, UAE****Admin & HR Executive,*** Valpas Safety Services, *Dubai, UAE****Admin Assistant,*** ProNatural Feed Corp., *Philippines****Branch & Personnel Administrator,*** Comfac Corp., *Phil.* |
| Responsibilities and Achievements |
| Admin & HR Head at Valpas Group |
| **General Responsibility**: *Responsible for providing and implementing the various Administrative and Human Resource functions of the company. In charge of managing the corporate affairs, general office administration, management of personnel, wages, training and corporate communications.** Recruit for positions through external Recruitment Agency
* Conduct Job Analysis and design Job Descriptions and Job Specifications
* Induct and Orient new employees
* Carry out skill gap analysis by development of skill mapping format for identifying next phase of training needs
* Develop Training Plan and Training Calendar for the employees based on Skill Map Analysis for the phase wise development of Training Modules and continuous process of Capacity Building.
* Design and Develop formats for Annual Performance Appraisal
* Development of HR Policy & Manuals: Development of a uniform and comprehensive HR Policy by the development of Human Resource, Performance Appraisal and Policies related to Compensation, Promotion, Grievance Redressal and Exit
* Develop programs for Employee Empowerment, Employee Engagement and Employee Retention
* Administrative Management: Provide adequate Human Resource, Office utilities, Logistics arrangements, Facilities maintenance, Tackle all disciplinary issues with suitable action , Conduct of Timely Meetings, Issue necessary Circulars & Notices, Monitor Employee Performance
* Record Management: Maintain Company Records (Certificate of Incorporation, MOA, Trade Licenses, Tenancy Contracts, Minutes of Steering Committee Meetings and Head of Department Meetings, Maintain records of top priority correspondences, and Maintain Employee Personal Files
* Manage Employee Mobility and process Visas
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| Admin & HR Executive at **Valpas Safety Services** |
| **General Responsibility:** *Perform a wide variety of varied, complex, sensitive, highly responsible and confidential office administrative, secretarial, advanced clerical and support functions in support of assigned department with only occasional instruction and provide assistance in resolving operational and administrative problems.** Plan and organize work activities; recommend improvements in work flow, procedures and use of equipment and forms; implement improvements as approved; develop and revise office forms and report formats as required; organize and maintain filing systems.
* Draft and/or type, word process, format, edit, revise and process a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements and other specialized materials from rough drafts, dictation and brief verbal instructions.
* Attend to a variety of office administrative details such as ordering supplies, arranging for equipment repair, transmitting information and keeping reference materials up to date; organize and maintain office and specialized files.
* Maintain calendar of activities, meetings and various events for assigned staff; coordinate activities and arrange special events as assigned; schedule meetings; coordinate arrangements and set-up meeting rooms; notify participants; prepare and/or assemble meeting materials.
* Process mail including receiving, sorting, time-stamping, logging and distribution of incoming and outgoing correspondence, packages and certificates.
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| Administrative Assistant**at ProNatural Feed Corporation – Cagayan de Oro Plant** |
| **General Responsibility:** *Provide administrative support to ensure that company operations are maintained in an Effective, Up-to-date and Accurate Manner.** Process and monitor the renewal or application of required corporate registrations without delay to avoid penalties.
* Inspect periodic housekeeping condition of all areas of responsibilities for continuous up keep and continual improvement with emphasis on the environmental, health and safety hazards/aspects.
* Coordinate with the Human Resources and Administration Senior Officer for the prompt provisions of necessary correction or corrective actions for every housekeeping problem identified.
* Assure that all assets are properly recorded, issued and monitored through periodic inventory.
* Carry out accreditation or Renewal of Contract taking into consideration the protection of business interest of the organization.
* Monitor over-all administrative costs, provide control measures and report accordingly.
* Monitor due dates and renewal of insurance and registrations of all company owned vehicles and keep documents to respective file and monitor company vehicles maintenance schedule.
* Post forwarded memorandums to bulletin boards and monitor its retention period for removal.
* Plan and execute different interactive activities among employees concerning employee’s wellness and welfare.
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| Branch & Personnel Administrator at **Comfac Corporation** |
| **General Responsibility:** *Responsible for the monitoring and control of sales and marketing activities and also provide assistance on personnel related matters of the branch.** Perform administrative and secretarial support functions for the Branch Manager of a large furniture manufacturer. Coordinate and manage multiple priorities and projects.
* Type, control and monitor proposals and assign reference numbers for all Sales Engineers/ Systems Specialists.
* Prepare status report of Out-proposals every month in coordination with Branch Manager.
* Maintain a database file for all customers.
* Control and complete Sales Order and monitor the orders due for delivery.
* Coordinate with Sales/Marketing on all exhibits and marketing activities.
* Make follow-up collections and prepare status of daily collection reports in coordination with sales personnel.
* Prepare time and attendance of branch employees every cut-off dates for submission to Main Office.
* Prepare of LOA for employees and dependents that need hospitalization assistance under the Comfac Global Group Corporate Health Care.
* Conduct training & orientation and participate in staff training and recruitment.
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| Educational Qualification |
| **Degree of Bachelor of Arts in International Studies** *Graduated***,** *March 1999**Xavier University (Ateneo de Cagayan), Philippines*  |
| Trainings and Seminars Attended |
| 28 October 201616-18 October 201630 September 201626 August 201616-17 August 201408 August 201212 July 2012 | **HR Fundamentals: HR Services & Employee Relations**Filipino HR Practitioners Association- UAEPhilippine Consulate, Dubai, UAE**1st Human Resource Leadership Conclave**Middle East Society for Human Resource ManagementThe Address Hotel, Dubai Marina, UAE**HR Fundamentals: Employee Mobility** Filipino HR Practitioners Association- UAEPhilippine Consulate, Dubai, UAE**HR Fundamentals: Recruitment and Selection**Filipino HR Practitioners Association – UAEFour Points Sheraton Hotel, Dubai, UAE**Le Masté: 1st Philippine Leadership Masters Congress**Tuxedo Institute of the Phil. & Commission on Higher Educ.Cagayan de Oro City, Philippines**5S Awareness Seminar**ProNatural Feed CorporationCagayan de Oro City, Philippines**Quality and Customer Satisfaction**ProNatural Feed CorporationCagayan de Oro City, Philippines |
|  | Character Reference |
| Can be furnished upon request. |