

# GRACE

Nationality : Filipino

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# OBJECTIVE

To obtain a position that will utilize my experience and abilities for the optimum growth of an organization with opportunity for professional career growth.

# PROFILE / QUALIFICATIONS

* Organized, hardworking, optimistic, with supervisory skills, fast learner and enthusiastic to personal and professional success
* Ability to work independently and to adapt to a fast changing environment.
* Creative, self-disciplined and capable of identifying and completing critical tasks independently and with a sense of urgency.
* Strong communication, problem solving and analytical skills
* Ability to communicate effectively with staff at all levels- both written and oral.
* Proficiency in Microsoft Office including Excel, Word, Outlook and Access.
* Profound database management skills

## EDUCATIONAL BACKGROUND

***Bachelor of Science in Information and Computer Science***

Philippine Women’s University

Taft Avenue, Manila, Philippines

***Bachelor of Science in Business Management (21 units)***

Polytechnic University of the Philippines

Sta. Mesa, Manila, Philippines

## TRAININGS AND SEMINARS ATTENDED

***Financial Application*** Abela and Co LLC

Dubai, UAE

***Communication Skills*** Abela and Co LLC

Dubai, UAE

***Microsoft Access*** Iverson Computer Training Center

***(Basic and Advanced)*** Makati, Philippines

***Adobe Photoshop*** Institute of Advanced Computer Technology

 Manila, Philippines

# WORK EXPERIENCE

From: October 27, 2015 To: December 06, 2017

Employer : Becon Construction Co LLC

**Position : HR / Admin. Coordinator**

***Duties and Responsibilities:***

* Directly reports to the HR and Admin Manager.
	+ Administration of employee time and attendance and producing daily reports
	+ Assist the HR Manager on the manpower requirement by checking required experience, qualifications and skills.
	+ Prepare job announcements and advertisements
	+ Update and maintain CV bank and employment application
	+ Review applications/CV and perform initial interview of applicants to obtain work history, education, training, job skills and salary requirements and to provide information about the organization and position.
	+ Assist/coordinate with the company PRO with the requirements for employee’s visa, medical and emirates ID application
	+ Prepare and maintain the employee files
	+ Prepare and disseminates memo and correspondences
	+ Provides confidential level of assistance in preparation and issuance of offer letters and personnel action forms for staff and salary preparation
	+ Administer the medical/health insurance of employees and the insurance coverage of the projects (Construction All Risk)
	+ Planning, scheduling and prepare payroll activities to ensure timely, accurate and error free processing of salaries (from salary sheet to WPS preparation) and overseeing timely processing of leave and final settlement of employees
	+ Assist the HR Manager for conducting staff performance evaluations and report
	+ Assist HR Manager’s daily activity related to operation and management of employees

From: September 25, 2010 To: October 25, 2015

Employer : Abela and Co. LLC - Dubai, UAE

Nature of Business : Food Catering Management

**Position : HR / Admin. Assistant**

***Duties and Responsibilities:***

* + Ensure the security of confidential information and materials such as personnel files, medical files and information.
	+ Responsible for the supplies requisition in accordance with consumption and needs of the department.
	+ Update and maintain CV bank and employment application
	+ Assist in the process of visa, medical and salary bank application of the employees.
	+ Assist in the preparation of reports and other documents ensuring accuracy of information.
	+ Assist in the travel arrangements of new employees by coordinating with the recruitment agencies.
	+ Coordinate the entry process for new comers and exit process and ensure that all records have been updated.
	+ Assist and partake in the joining formalities of new employees and in the Company Orientation particularly the “Code of Conduct” part.
	+ Encodes and prepare Offer Letters and Contracts. Contacts candidates for the Contract signing, giving out specific instructions for necessary Visa requirements and other matters related to pre-employment process.
	+ Perform several duties such as photocopying, scanning, compiling records, filing, preparing forms and data entry.
	+ Perform other related functions that may be assigned from time to time.

From: May 01, 2010 To:July 31, 2010

Employer : Jumeirah Beach Dental Center - Dubai, UAE

Nature of Business : Dental Clinic

**Position : Admin. Staff / Receptionist**

***Duties and Responsibilities:***

* Maintain a database system for an effective management of patient and dentists' schedule.
* Answer telephone, screen and direct calls
* Prepare the daily statement report.
* Booked and follow-up/confirm appointments of patient.
* Collect patient’s file for the next day.
* Monitor patient timing for each doctor.
* Maintain a filing system of patients' records.
* Prepared correspondences, insurance and dental report.
* Maintain the reception area clean and organize

From: August 24, 2000 To: April 30, 2010

Employer : Philkoei International Inc.

 Makati City, Philippines

Nature of Business : Engineering Consultancy

**Position : Administrative Supervisor**

***Duties and Responsibilities:***

* Directly reports to the Administration and Personnel Manager.
* Prepare data entry program and database design for 201 personnel file using Microsoft Access.
* Ensure all office and administrative requirements are met on time and within the established quality standard.
* Directly manage and supervise the staff in all activities which fall under administrative aspects. These services includes secretarial, office house-keeping and maintenance.
* Develop and maintain standard operating procedures for all HR/Admin processes.
* Implements office and administrative procedures and ensures compliance of all employees.
* Maintain personnel records and prepare and administer all employee contracts.
* Coordinate and supervise the tracking of probationary/contractual periods and performance evaluation and development for all employees.
* Responsible in the recruitment of staff (to include applicant screening, evaluation, orientation), hotel reservation, car and air ticket requirements of the technical staff and expats
* Coordinates with the accounting department in checking the validity of employee’s daily time record, overtime authorization slip and leave applications of employees for payroll preparation.
* Administer compensation and benefits programs, i.e, health insurance, group life insurance, travel insurance, leave, etc.
* Assist and facilitate the processing of pre-employment requirements of employees.
* Ensure proper documentation of 201 and Personnel files.
* Prepare and disseminate correspondences and Inter-Office Memorandum.
* Organize company-wide activities such as Christmas party, anniversary celebration, company outing and workshop.
* Performs other duties as may be assigned.