Ginky

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**OBJECTIVES**

*I’m a dynamic, smart, active and highly motivated individual who is determined to share my knowledge and skills to an organization that is willing to enhance my personality and capabilities as I progress in my career.*

**Employment History**

**Experience Level :** Total 4 Year(s) of Experience

***Company Name:***  *ADP Philippines. Inc.* ***Industry:*** *(IT-Enabled Services / Call Center /BPO)*

***Position Title:***  *Facilities Administrator* ***Duration:*** *(December 20-April 10, 2015)*

**Work Description**

- Receives deliveries (supplies and assets)

- Process delivery and pull-out gate pass

- Encoding of delivered assets using FAMS (Fixed Asset Management System)

- Manage Facilities ticketing system

- Sends email notification to supplies/package requestors

- Keeps file of IT and Non-IT assets (deployment, SOH and defective units)

- Monitoring of Asset movement

- Coordinate with the vendors regarding repair and maintenance of assets

- Asset sticker printing and tagging

- Handles Issuance of Headsets, Y-cords, locker/pedestal keys, office supplies, laptops and accessories, workstation

accessories, batteries

- Handles Parking assignments

- Documentation Process

a) PRF (Purchase Request Form)

b) RR (Receiving Reports)

c) RFP (Request for Payment)

- Manage Facilities files (SOH, consumption reports and deliveries tracker)

- Preparation and encoding of Accountability Forms

- Sign off on associate clearance

- Concessionaires Management

a) Ensure that concessionaires are complying with the company policy which requires them to maintain cleanliness of

the pantry and eliminate the disease causing bacteria

- Play Area Supply Management

a) Ensure that play area materials are in good condition

b) Maintain the availability of the tools needed

- Housekeeping Management

a) Should lead the team to be able to comply with the client needs

b) Requiring Housekeeping Service providers to do the weekly general cleaning to ensure all areas are cleaned and

fumigated

c) Coordinate with the janitorial lead the supplies consumption such as tissue, water and other consumables to

eliminate shortage

- BCP Management (Business Contingency Plan)

a) Converts training rooms into temporary sleeping quarters

b) Issuance of BCP items (towels, linens, blankets)

c) Preparation and Issuance of meal stubs

d) Send BCP item and consumption reports

***Company Name:***  *ADP Philippines. Inc.* ***Industry:*** *(IT-Enabled Services / Call Center /BPO)*

***Position Title:***  *Executive Secretary / Receptionist* ***Duration:*** *(May 23, 2011 – December 19, 2013)*

**Work Description**

- Handle high volume of calls (inbound, outbound and transfers)

- Receiving and routing of company mails, documents and packages

- Prepares and schedules shipments

- Manage meeting, training and conference room reservations

- Provide general administrative and clerical support to General Manager

- Control inventory related to reception area

- Welcomes applicants, visitors and associates from sites around the globe

- Answer email inquiries

- Ensure knowledge of staff movements in and out of the organization

- Maintains an organized file of documents

- Handling office supplies

- Sends weather updates when necessary

- Issuance of access cards

- Creation and Issuance of company IDs

- Provide assistance during company events offsite

- Personally gives assistance to VIPs during Executive visits

- Ensure all company policies and procedures are implemented and monitored

- Ensure communication is effective throughout the organization and communicate effectively with the team,

passing on all relevant information at the right time

**Personal particulars:**

**Age:** 25 years

**Date of Birth:** 27 April 1989

**Nationality:** Filipino

**Gender:** Female

**Marital Status:** Single

**Visa Status:** Tourist Visa

**Qualifications:**

Bachelor of Science in Nursing - Philippine College of Health and SciencesUniversity (2011)

High School Diploma - Quezon City Academy University (2006)

**Certifications**

**7 Habits for Highly Effective People** **Code of Business Conduct and Ethics Training**

Franklin Covey Online Class

February 2015 July 2014

**Global Privacy Course**  **Business Resiliency Awareness**

Online Class Online Class

February 2015 July 2014

**Encryption and Insider Threat** **Information Security Responsibilities**

Online Class Online Class

November 2014 May 2014

**Basic Life Support**

Red Cross

October 2013