

Nombrado, Avery Gail L.

202 Dahlia Road Greenhills Subdivision
Casuntingan, Mandaue City, Cebu 6014
Contact #: 09430917779/09561294256
E-mail add: averynombrado22@gmail.com



OBJECTIVE:

To be part of a company that indulges professional growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills.

PERSONAL DETAILS:

Date of Birth: December 22, 1995
Age: 25
Nationality: Filipino
Religion: Roman Catholic
Status: Single

EDUCATION:

2012 – 2016	University of Cebu- Banilad BSBA- Human Resources Development Management
2008 – 2012	St. Paul College Foundation, Inc.
2002 – 2008	Mandaue Ebenezer Alliance Academy

SKILLS:

- Excellent in oral and written communication skills
- Active listener
- Can work under less supervision
- Flexible and is willing to work under pressure
- Good leadership skills and a motivational team player
- Good interpersonal and time management skills

EXPERIENCES:

Company Name: Excelsior Farms, Inc.

Address: Unit 3f Chua Tiam Bldg., Guizo, Mandaue City

Position: HR Staff

Period: June 2016-January 2018

Job Responsibilities:

- Conducting recruiting from sourcing to onboarding
- Arranging schedules for training sessions
- Timekeeping and payroll
- Maintain 201 files and updates Employee Masterfile
- Monitor and assist in preparation of performance appraisal forms
- Prepares employee engagement programs
- Performing other administrative tasks

Company Name: Ng Khai Development Corporation

Address: Engy Tech Bldg., Hernan Cortes St., Banilad, Mandaue City

Position: HR Officer

Period: January 2018-June 2018

Job Responsibilities:

- Conducts end to end recruitment process
- Conducts orientation and ensuring complete requirements for new hires
- Update Employee Masterfile and proper filing of 201 folders
- Assist in performance evaluation with the manager
- Monitor office supplies and medicine
- Timekeeping and payroll
- Monitor government benefits deduction
- Performing other administrative tasks

Company Name: Ng Khai Development Corporation

Address: Engy Tech Bldg., Hernan Cortes St., Banilad, Mandaue City

Position: HR Supervisor

Period: June 2018-September 2019

Job Responsibilities:

- Coordinates HR officers for final interviews
- Arranging training schedules for the new hires and upskills
- Monitors performance evaluation together with the supervisors and manager
- Assist in developing and implementation of company policies and procedures
- Assist managers in writing corrective memos and other documents
- Prepares disciplinary action documents to personnel
- Assist the manager in making reports to the President and CEO
- Counsels employees regarding performance, attendance and grievances
- Prepares government benefits report and monitors loans and other deductions
- Performs other administrative tasks
- Monitors employee benefits like insurances, statutory deductions and other benefits

Company Name: Ng Khai Development Corporation
Address: Engy Tech Bldg., Hernan Cortes St., Banilad, Mandaue City
Position: Operations Manager
Period: September 2019-December 2020
Job Responsibilities:

- Overseeing day to day operations
- Making plans and improving operational systems and processes
- Plan inventory and oversee warehouse efficiency
- Examine financial data and analyse to improve profitability
- Manage budget and expenses weekly and monthly
- Performs quality control and monitor operation KPIs
- Recruit, train and supervise employees
- Maintains positive working relationship with partner and employees
- Participates in ensuring policies are followed
- Evaluates performance prior regularization and semi annually
- Prepare weekly and monthly reports for the President and CEO
- Assist partners and employees with their concerns and issues
- Performs other duties assigned

Company Name: Ng Khai Development Corporation
Address: Engy Tech Bldg., Hernan Cortes St., Banilad, Mandaue City
Position: HR Manager
Period: April 2021-July 2021
Job Responsibilities:

- Bridging management and employee relations by addressing demands, grievances and other issues
- Managing recruitment and selection process up to on-boarding process
- Develop and monitor HR strategies and procedures across the organization
- Nurture positive working environment
- Plan and execute employee engagement programs
- Oversee and manage performance appraisal
- Ensure legal compliance and policies
- Develop and maintain job descriptions to employees
- Assist Accounting supervisors for the financial statements and audit process
- Prepare reports weekly and monthly to President and CEO

REFERENCE:

Ms. Mechelle Abellar
Manager
PCPFC Inc.
09178579075

Ms. Venice Limchiu
Corporate Cashier
Excelsior Farms, Inc.
09667359455

Ms. Romelyn Cheluz Ana Marie Amoyo
General Manager
Ng Khai Development Corporation
09959375032