

ANA KATHRINA G. LADIA

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OBJECTIVES:

To be able to share my competencies in the field I am pursuing that can contribute to the company's productivity and success

WORK EXPERIENCE

AAI WORLDWIDE LOGISTICS INC.

Organizational Dev't Sr. Specialist / HR Officer

March 19, 2019 - Present

- Monitor KPI attainment of direct reports
- Source, assess and hire talent (Technical, Supervisory and Managerial Level)
- Initiate conduct of company-wide Semi-Annual Performance Appraisal
- Draw (TNA), Training Plan and monitor Training Plan Implementation
- Develop and implement organizational development (OD) programs such as Organizational Climate Survey; Succession Development and Career Pathing; Management Trainee; Job Induction, etc.
- Implement
- Conduct Exit Interview with Separated Employees (Supervisory Level and up)
- Monitor and Prepare NPAM (Notice of Personnel Action and Movement) and endorse to Payroll Outsource for implementation of salary adjustments
- Assist VP – HR or HR Manager in data analyses as well as presentation of data and accomplishments to Mancom
- Assist Dept. Heads in employee disciplinary cases
- Assist HR Manager / SVP - HR in review and revision of existing policies as well as in creating new policies in compliance with statutory & regulatory req'ts.
- Assist VP – HR or HR Manager in the review and improvement of various HR and OD policies and procedures
- Compliance to the Quality, Environment, Safety and Health Management System (QESHMS) Requirements
- Work in accordance with accepted safety practices and standards established by the employer in compliance with the provisions of ESH and OHS standards.
- Report unsafe conditions and practices to the supervisor by making suggestions for correction or removal of accident hazards.
- Participate and cooperate actively to health and safety programs and activity.
- Assist government agencies in the conduct of HR-related inspections or other programs.
- Perform other tasks mandated by Management.

MULTIFLEX RNC PHILIPPINES INC. (URATEX PHILS)

Corporate Learning & Development Program Supervisor

May 2017 – March 18, 2019

- Conducts Training Needs Analysis on all requested learning and development programs.
- Keeps an updated database of all conducted programs, attendees, and program facilitators.
- Conducts Competency Assessment, and provides analyses of its results.

- Manages the Library (The READ Center), and ensures that book and magazine inventories are complete and up-to-date.
- Keeps an eye out for developmental opportunities, coordinates with respective business unit Leaders, and engages them in the creation of intervention programs.
- Manages the U-Lead program, regularly reviews the program, and makes changes / adjustments to the curriculum, if necessary.
- Handles the Management Trainee program, and ensures that the Trainees are progressing in the curriculum and that expectations of both the Trainees and Senior Management are met.
- Assists the OD Manager in the development of the organization's Learning and Development Framework, as well as the curriculum for the framework.
- Identifies internal Subject Matter Experts (SME) who have the potential and the willingness to be developed into program facilitators.
- Coordinates with HR Training, and ensures that learning and development programs are implemented efficiently and effectively.
- Proactively establishes and maintains effective working team relationships with all Units.

MULTIFLEX RNC PHILIPPINES INC. (URATEX PHILS)

Corporate Training and Recruitment Supervisor

February 2016 – May 2017

- Supervision/Mentoring/Coaching (Training, Recruitment, Performance Mgt and Employee Relations)
- End to end implementation of training plans and programs (Training Needs Analysis, Competency Matrix, Training Implementation, Training Evaluation and Training Effectiveness)
- Responsible for corporate internal communications content that is delivered within an organization, including reminders, memos, executive emails.
- Ensures effective and appropriate policies and procedures are followed (training, disciplinary action, recruitment, performance mgt)
- Works hand in hand with the Corporate HR Manager in the execution of the yearly HRD Plans and Programs and other Corporate function
- Review disciplinary action reports
- Attend weekly/monthly meetings
- In-charge in talent development programs of all employees (succession planning, leadership development, organizational development)
- Review and consolidate corporate organizational chart
- Monitoring of corporate and plant reports (KPI, budget, HRIS, turnover rate)
- Documentation of policies and procedures (internal, corporate and ISO procedures)
- Act as member of ISO core team and participate in internal and external audit

MULTIFLEX RNC PHILIPPINES INC. (URATEX PHILS)

Corporate HRD Staff

March 2013 – February 2016

Duties and Responsibilities:

- Handles training, recruitment and employee relations.
- Conducts end-to-end implementation of all training programs, recruitment and employee relations.
- Preparation and monitoring of corporate reports (headcount, budget)
- Conducts orientation to newly hired employees
- Monitors procedures of training and recruitment in compliance with ISO 9001:2008
- Assist the Corporate HRD Head for the implementation of new policies.
- Prepares and present monthly attendance and punctuality report.
- Act as main user/administrator of online job sourcing (Job Street and Jobs DB)

- Responsible in monitoring of corporate job vacancies
- Prepares template, gather and monitor Job Description of all employees
- Assist Corporate HRD Head in monitoring and implementing Corporate HRD Plans and Programs.
- Gather and present Corporate Organizational Chart/Plantilla to the Managing Director for review and approval
- Participation in internal and external audit in compliance to ISO 9001:2008

NEW SAN JOSE BUILDERS INC.

Sales Recruitment and Training Assistant

June 2012 – August 2012

Duties and Responsibilities:

- Administer Examination to employees, Interview and Background Check.
- Encoding of applicants application details, Database encoding
- Processing and releasing of I.D's, Authority to sell, bank endorsement of hired applicants.
- Processing of certificate of accreditation of sales consultants
- Responsible in conducting company profile orientation
- Managing and scheduling of job fair activities, as well as conducts interview and recruit applicants gathered from job fair
- Receive incoming calls and inquiries

EDUCATIONAL BACKGROUND

TERTIARY

Philippine Christian University	2008-2012
<i>Bachelor of Arts Major in Psychology</i>	Graduated
<i>Taft, Manila</i>	
De La Salle University Dasmariñas	2007-2008
<i>Dasmariñas, Cavite</i>	

SECONDARY

Blessed Elena Academy	2004-2005
<i>Pasay City</i>	Graduated
Holy Trinity Academy	2003-2004
<i>Sampaloc, Mla.</i>	

CHARACTER REFERENCES

Available upon request

Ana Kathrina G. Ladia