



# Jecelyn Planas Gencianos

*HR Office Staff with 2 years and 8 months' experience in Recruitment Company. I would like to work in your company to gain exposure and seeking for the position to attain experience in meeting the demands of the industry in order to acquire knowledge, skills and develop my capability to make sound choices in my career path.*



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6781 Santuico St. Brgy. Pio del Pilar  
Makati City 1230

## TRAINING / SEMINAR

- The 21st Century Business: Planning for Success in a changing Environment.  
Pasay City  
February 25, 2017
- Housekeeping NC II  
December 1, 2021

## SKILLS

- Willing and persistent learner
- Oriented in Microsoft Office Applications
- Dedicated and hardworking individual.
- Interpersonal skills. Able to get along with the people around me.
- Accept positive and negative feedbacks to improve skills, knowledge and personality
- Flexible and willing to try new things.
- Interested in improving efficiency on assigned tasks.

## WORK EXPERIENCES

### HR- Office Staff

Global Pacific Knowledge Consultancy Inc.  
07/2019 – Up to present  
Makati City, Philippines

- Receiving & transmitting passports with documents and Visa fees
- Updating Visa status file and follow up request ( Downgrade, Visa extension etc)
- Processed documents like permits for delivery & Pull out, Parking slots
- Assist on applying Bank accounts
- Assist on arranging car for the IT staffs
- Receiving Billing and assist on paying
- Assist on Booking swab appointment
- Assist on distributing salaries
- Assist Pull out and delivery
- Time Keeping

### OJT- Admin Staff

EuropaYachts Philippines Inc.  
11/2017 – May 2019  
Makati City, Philippines

- Filing reimbursement / expenses through Quickbooks
- Assist on filing and paying monthly mandatory bills
- Depositing payment/ salaries
- Perform clerical duties such as filing or photocopying
- Assist on buying things needed for the office
- Assist on sending documents through LBC
- Assist on sorting files of Yachts types

### Admin Assistant/ Receptionist

Wecube Inc.  
05/2016– October 2017  
Makati City, Philippines

- Greet and welcomed guest/ visitors arriving in the office
- Keep updated records for the daily expenses file
- Assisted event activities
- Answering phone calls/ inquiries for the package to avail of the office
- Assist on providing things needed for those who availed the office area, meeting rooms
- Assist on paying monthly billing and follow up pending status
- Perform clerical duties such as filing or photocopying

## EDUCATION

### **Bachelor of Science in Business Administration- Major in Management**

EARIST (Eulogio 'Amang' Rodriguez  
Institute of Science and Technology  
Nagtahan St, Sampaloc, Manila  
May 2015- April 2019

### **Dr. Geronimo B. Zaldivar Memorial School of Fisheries**

Gungab, Poblacion Albuera, Leyte  
2008-2015

### **Albuera North Central School**

Gungab, Poblacion Albuera, Leyte  
2008-2002

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## PERSONAL DATA:

Age: 26 yrs. Old  
Sex: Female  
Civil Status: Single  
DOB: May 27, 1995  
Place of Birth: Gungab, Poblacion Albuera,  
Leyte

### **Housekeeper**

BSA Suites Condominium Unit 23rd  
04/2013– 6/2019  
Makati City, Philippines

- Cleaning specific unit (Washed dishes, Fridge, Microwave, Gas Range, Wiped Tables, Cabinets, Chairs etc.)
- Vacuumed the floors and mopping
- Organizing clothes
- Removed and replaced bed sheets
- Watering the plants
- Changing bed sheets and sent all laundry to laundry shop
- Paying bills
- Ordering water
- Walking dog when finished cleaning the unit

## REFERENCES:

### **Ms. Lovelaine Basillote**

CEO- Philippine Business for Education

### **Ms. Nikki Lou Baqueriza**

Trading Manager- Petron Corp.

### **Mr. Thomas Philippe Cachera**

Managing Director- EuropaYachts  
Philippines Inc.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Jecelyn P. Gencianos

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**Applicant**