

# EDNA JOY P. CREDITO

2765 NEW PANADEROS ST. STA ANA MANILA



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## OBJECTIVE

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To be able to contribute my skills, knowledge, capabilities and interest in a reputable and growing firm. And to be able to develop my personal ability in dealing with other people and developing my work values.

Dedicated and driven Safety Officer committed in ensuring the safety and security of the people in the workplace by establishing and providing procedures and policies for a safe environment

A challenging position that will suit my qualification.

## EXPERIENCE

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**November 2009 – present**

**Brills Marketing Corporation**

***Human Resource Supervisor***

■ Duties and Responsibilities

- Supervise HR officer as well as timekeeper for payroll using Gestalt system
- Conduct post audit for payroll
- Credit advise of all employees(cash or for deposits)
- Summary of incentives and deductions
- Other responsibilities concerning bank inquiries,payroll & loans.
- Handles billing statement for manpower agencies & tally the rate of employee to wage order as well as double checking of billing statement if the total amt is correct
- Handles loans- follow up only loans application of employees. AUB help processing & remittance.
- Handles Government reports such as SS R1-A, Philhealth (M1a,M2,ER1,ER2) Pag-ibig & BIR (1902,2305)
- Handling employee concerns, including government loans and benefits, workplace concerns,payroll, etc.
- Managing all the salary and other work related to employee welfare,as well as performance assessment.
- Conducts job evaluations to understand content of a job
- Evaluating performance and provide feedback
- Report to and take orders from the head human resource manager.
- Issuance of disciplinary action

**October 2018-present**

**Brills Marketing Corporation**

***Safety Officer***

■ Duties and Responsibilities

- Prepared monthly reports on the occurrence of accidents in a given area.
- Demonstrated the proper use of safety equipment and facilities to the people.
- Conducted surveillance on the project to spot presence of risky situations.
- Rectified the spotted error out rightly to prevent untoward incident.
- Conducted safety training to employees
- Developed safety policies and procedures
- Ensured that safety equipments are installed in the most accessible place in case of accidents
- Educate the employees on matters involving safety issues
- Ensured that building has passable fire exit

**October 2005 – Nov 25, 2009**

**AZ Contracting System Service Inc.**

***Operations Supervisor***

***(sub-contractor of Ibidem Phils. Inc.)***

■ Duties and Responsibilities

- Monitors attendance on a daily, weekly, monthly, quarterly and yearly basis
- Updates manpower reports, monitors resigned employees
- Issue memos, reminders for deployed employee's guidance/info
- Handles employee's complaints and attend grievances
- Evaluates services to clients and must suggest improvements
- Conduct regular monthly meeting to deployed employee under his jurisdiction
- Prepares and create reports format that suits the requirements of the principal
- Coordinates with HR representatives of client and makes close coordination within the production area to monitor activities of employees if allowed by client.
- Assist in payroll/ CA distribution
- Collects timecards and to request forms 1 day after cut-off
- Handles/assists deployed employees during emergencies and prepare written report for client and management
- Assist in billing and collection
- Conducts Performance Appraisals every 6 months
- Conducts regular monthly meetings to inform changes in policies. Takes up employee and client company concerns
- Performs other related tasks that may be assigned from time to time

### ***Recruitment Officer***

- Duties and Responsibilities
  - Knowledge on available job vacancies
  - Ensures specific qualification needs per client/principal
  - Resourceful on probable sources of applicants
  - Implements strict guidelines on screening process/sorting of applicants
  - Administers tests and interprets results
  - Conducts preliminary interview
  - Contacts and properly informs qualified applicants of relevant informations
  - Prepares job vacancy advertisements and leaflets for distribution
  - Prepares /issues documents and other requirements upon hiring(ID,medical results,contacts,benefit-related forms,uniform issuance)
  - Assist in organizing/conducting orientation,training programs,seminars & meetings.
  - Prepares and monitors endorsement letters, notices,transmittal documents,order forms & timecards.
  - Ensures proper distribution of ATM,TIN,Philhealth cards and other similar important documents.
  - Handles timely updating of masterlist file
  - Prepares needed reports as deemed necessary

### ***Benefits and Compensation Officer***

- Duties and Responsibilities
  - In charge in processing of SSS remittances, SSS loans, maternity reimbursement, sickness notification as well as reimbursement, maternity notification, death benefit, disability benefit.
  - In charge in processing of HDMF loan,multi-purpose loan,calamity loan.
  - In charge in processing PHIC contributions as well as other benefits.

**January 2004 – January 2005**

**Fujihiro Philippines Inc.**

***Administrative Office Staff/MS-BSD***

- Duties and Responsibilities
  - Monitor preparation of product for export
  - Monitor of receiving Imports Material
  - Directly transact business to the costumers & suppliers, both local and foreign
  - Prepare importation and exportation documents
  - Handles weekly and monthly stock monitoring

- Preparing quotation for purchased materials
- Supervision and checking of activities in production area
- Receive customer calls and inquiries
- Report any information to the supervisor
- Preparing Customer and PEZA documents.
- Preparing documents for import good releasing.
- Preparing Invoice for exported materials.
- Perform other related task that may be assign by the supervisor from time to time.

**February 2003 – December 2003**

**Tagaytay Highlands Int'l Golf Club**

***Receptionist***

■ Duties and Responsibilities

- Issue Authorized Guest Card as per request from Members.
- Handles inquiries of Members/ Guest on the use on SRD facilities and provide them information about the Club's Outlet, Operating hours, Events, Activities, etc.
- Facilitate the submission/ signing of SRD forms, request, and other documents to HRD, Finance, Purchasing, Engineering and other department.
- Handles all parts facility reservation and coordinate with all staff assigned to the particular facility.
- Prepare Daily Revenue Report of all SRD facilities, ensure that all reports are check and signed by the Department Head.
- Closely coordinated with Department Head regarding all matters related to the operation of the Sport Center.
- Prepare a list of items for Storeroom Requisition for approval.
- Attends to all concern/ complaint of Member/ Guest.
- Maintains an operation logbook to list down all operational accomplishment, concerns and endorsement.
- File all incoming document especially, Booking Request, Banquet Even Order (BEO), Audit Findings, promotional flyers and important memo coming from other department and inform Immediate Superior of any matters that need to be discussed.
- Relieve/Assist other facilities such as Horseback Riding, Video Arcade, Bowling, Billiard, Gym and other areas assigned by the immediate Superior.
- Prepare Purchase Request for items needed by the department.
- Consult/relay to immediate superior any urgent concern brought to attention by Members/Guest.
- Prepares work order for all reported defects and repair required.

### ***Reservation Staff***

#### ■ Duties and Responsibilities

- Get all pertinent data of Members / Guest / Group making the inquiries or booking.
- Pencil Block all reservation at the Reservation Chart awaiting confirmation
- Fax Information sheet to inquiring Members /Guest.
  - a.Camp Highland, Cottage Grove and Cowboy Cabin Reservation Form
  - b.Sports and Recreation Tariff rates sheet.
  - c.Promo packages.
- Prepare Daily Reservation Chart indicating all room blocking both confirmed and tentative booking (Please takes note to place an asterisk to all confirmed blocking.
- Send accomplished Daily Reservation Chart to Executive Office (LAV) and to Housekeeping Department for proper coordination.
- Follow up all tentative blocking, remind Member / Guest listed in this chart once there is a cancellation of reservation.
- Remind Members / Guest making the reservation about the Cancellation Policy and No Show Policy and its corresponding charges indicated in the reservation form.
- Maintain a waitlist chart. Contact Member / Guest listed in this chart once there is a cancellation or reservation.
- Ensure to coordinate with all department concerned any request or special arrangement of a particular reservation.
- Ensure all Department Head are well informed of all reservation matters.

### ***Cashier/Collection Staff***

#### ■ Duties and Responsibilities

- Facilitate and accept all payments for Members/Guest settlement both cash and credit card
- Issue Script Money to guest of the club.
- Remit Cash Revenues and submit Miscellaneous Voucher (MV) and official receipt to audit everyday.
- Handles weekly and monthly stock monitoring
- Issue Miscellaneous Voucher (MV) to Member / Guest who wish to avail of the facility.
- Issue Miscellaneous Voucher (MV) to Member / Guest who wish to avail of the facility.

### ***Telephone Operator***

#### ■ Duties and Responsibilities

- Handles and connect all incoming calls.
- Handles all telephone inquiries /complaints.
- Log all outgoing calls accordingly.
- Prepare **Monthly Billing Report** of all telephone and fax changes to be submitted to

accounting.

## EDUCATION

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- September 2013 – September 2014      St Augustine School of Nursing Phils.  
■ Professional Caregiver  
1993 -1997                      Saint Louis University Baguio City Phils.  
■ Bachelor of Science in Commerce major in Management

## TRAINING/CERTIFICATION

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Basic Occupational Safety and Health (BOSH)                      OSHNET Region IV-A

## KNOWLEDGE & SKILLS

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Responsible, efficient, hardworking and honest. Computer literate (MS Word, Excel, Powerpoint Presentation) knows how to operate fax machine, telephone, ability to work under pressure. Individual who is willing to learn and sees new things as opportunity for growth and excellence. Good communication skills. Excellent ability to adapt difficult situations. Effective communication skills. Great decision making skills.

## CHARACTER REFERENCES:

Edelinia Suba  
**ATM Department Manager**  
Philippine Veterans Bank  
Makati City Phils.

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