

Febbie Jane A. Pardilla

Blk 1 Lot 80 South Square Village

Pasong Kawayan II Gen. Trias Cavite

Email add: febbiejanepardilla86@gmail.com

Contact Nos. +63947-382-0525 / +63-046-413-2010

Job Objective:

To secure a challenging position and to be a productive and effective employee where I am able to share my knowledge and expand more skills. And play a role in achieving the vision and goals of your company.

Experience:

HRD SINGAPORE PTE.,LTD

Sr.Staff

Block 1 Lot 5 Peza Road

First Cavite Industrial Estate

Langkaan Dasmarias Cavite

(046-412-7378)

August 6, 2013 – up to present

Duties and Responsibilities:

- Prepare reports and maintain records of work as administrator information, and preparing and of work related information to the Manager.
- Report to the manager periodically on team and individual work accomplishment, problems, progress in mastering tasks and work process. Individual and team training needs.
- Observe training needs and relay training needs and request to Manager.
- Intercede with the manager on behalf of the team for performances appraisals, management issues/problems and to recommend/request related actions such as assignments or reassignments.
- Visits training site to ensure the given schedule beats the deadline.
- Coordinate with the Team Trainers regarding the status of trainees.
- Familiarize the trainees with the training needs, specifications, design targets, development process, design standards, techniques and tools to support task performance
- Processing of incoming import and returned damaged materials in Peza and Boc.
- Prepare and filing documents for Certificate of Eligibility of the trainees.
- Prepare and filing documents for their Visa's.
- Responsible on requesting of their Airlines Ticket and at the same time w/ bus transportation.
- Monitor and prepare schedule for medical examination of hired employees.
- Handled OSH orientation to the newly hired trainees.
- Reports directly to immediate superior.

De La Salle University Manila

Procurement Staff

2401 Taft Avenue Manila

March 28, 2011 – July 30, 2011

Duties and Responsibilities:

- Assist in the process of purchasing materials and entertains inquiries both external and internal.
- Maintain all the records and files in good order.

- Handling and monitoring the purchase of Office Supplies.

Puregold Price Club, Inc.,

Cash Management Clerk

3/f Tabacalera Bldg. 900 D. Romualdez St.

Ermita Manila

April 16, 2009 – September 15, 2009

Duties and Responsibilities:

- Responsible on stamping and ensures the completeness of processed invoice.
- Consolidate and classifies the invoice and the voucher per check basis.
- Operates paider and numbering machine for stamping on all processed invoice and voucher.
- Transmit stamped invoice and forwards to registrar section.
- Performs task assigned by immediate superior from time to time.

SM Manila

Cashier

Concepcion Cor. Arroceros San Marcelino

Ermita Manila

August 30, 2008 – January 25, 2009

BPI Direct Card Center

Clerk

Paseo de Roxas, Makati City

April 10, 2008 – June 17, 2008

Duties and Responsibilities:

- Scanned specimen signatures of the client
- Encode information on the system
- Meets the daily output effectively

Premier Creative Packaging Inc.

Cap Assembler

FCIE Dasmaringas Cavite

October 19, 2004 – March 2005

Duties and Responsibilities:

- Sorting good and damaged materials.
- Reach the target quota daily.

Qualifications:

- Computer Literate (MS WORD, EXCEL & POWERPOINT)
- I am result-oriented and can work under pressure with less supervision.
- I can formulate steps to meet the goals and objectives.
- I can adapt readily to new and changing work environment.
- Knowledgeable in Oracle System.
- Has a little knowledge on Japanese Language.

Educational Attainment:

Bachelor of Science in Commerce Major in Management

Saint Paul School of Professional Studies (Formerly St. Pauls Business School
Campetic, Palo Leyte
March 2008

San Joaquin National High School

San Joaquin, Palo, Leyte
April 2003

Palo I Central School

Cavite East, Palo, Leyte
March 1999

Training:

40HRS- BASIC Occupational Safety Health Course Safety Officer 2 (SO2)
World Safety Organization
Dec. 13-17, 2021
Virtual Online Seminar

10HRS-basic Occupational Safety and Health Course Safety Office 1 (SO1)
World Safety Organization
June 16, 2021
Virtual Online Seminar

Duties and Responsibilities:

- Being trained on securing that the workplace is safe and healthy
- Awareness of hazard and risk factors in the workplace and on how to manage them.
- Protecting the welfare of people in an occupational environment.
- Assist in carrying out inspections of workplace that take necessary action to ensure the compliance.
 - Assist in responding to and investigate concerns like accident and injuries that occur in the workplace and on how pit will taking an appropriate action

Character References:

Will be provided upon request.

FEBBIE JANE A. PARDILLA