

# Gemini Guinayao

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Manolo Fortich, Bukidnon, Philippines, 8703



## PROFESSIONAL SUMMARY

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Highly motivated, flexible, and a hardworking team member, seeking a full-time job position with your reputable organization where I can demonstrate my knowledge, capabilities and skills with full dedication and professionalism to achieve the unified goal of the company.

## WORK EXPERIENCE

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### Sherlock Manpower & General Services

Jan 2023 - May 2023

Employed on a temporary basis to perform administrative-related tasks within the wider electric distribution utility under a contract with the staffing firm Sherlock Manpower & General Services.

Member Services Assistant (MSA) - Bukidnon Second Electric Cooperative (BUSECO) Manolo Fortich, Bukidnon, Philippines

- Received member, consumer, and employee complaints and requests via hotline and walk-in procedure.
- Ensured accuracy in issuing assessments in order to avoid delays and backtracking.
- Prepared service memo for member, consumer, and employees complaints and request.
- Print, file and scan documents received for reliable data accuracy.
- Forwarded documents received to designated department for approval.
- Relayed approved customer complaints and request to assigned department for immediate assistance.
- Performed other duties as assigned.

### Farm Worker

Jan 2020 - Present

Family-operated Farm Sankan, Manolo Fortich, Bukidnon, Philippines

- Plant, cultivate, and irrigate crops.
- Fertilize, spray, and harvest crops.
- Detect disease and health problems in crops and livestock.
- Maintain and assist in the maintenance of facilities and farm infrastructure, including cleaning stables, barnyards and pens.
- Perform general farm duties.

### Administrative and Accounting Officer

Jun 2019 - Jul 2022

Del Monte Philippines Inc., Employees Agrarian Reform Beneficiaries Cooperative (DEARBC)

Manolo Fortich, Bukidnon, Philippines

- Customer service In-charge
- Received and file all cooperative members data and input it directly to system for systematized recordings.
- Assisting members concern such as Membership status, Mortuary aid Benefits, Buy-out Shares, Dividend contributions and etc.
- Continuously update system records for smooth and reliable data accuracy.

Accounts Payable Officer

- Making entries for cash and check requested by department.
- Monitor Employee Advances, Liquidations, Monthly Expenses and input it to General Ledger.
- Check and Petty Cash Voucher Incharge.

Accounts Receivable Monitoring Officer

- Land Rental Services
  - Internet Lease Line
  - Trucking Services
  - Special Projects ( Bamboo, Abaca and Pineapple Fiber)
  - Nata de Coco Income Monitoring
  - Western Union Receivables and Flows
- Other related duties as assigned

## EDUCATION

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### **Bachelor of Science in Business Administration**

Jun 2016 - May 2020

Northern Bukidnon State College Manolo Fortich, Bukidnon, Philippines

- Major in Operations Management
- Relevant Coursework - Feasibility Study, Marketing Plan, Business Plan

### **Secondary Education**

Jun 2011 - Mar 2014

Manolo Fortich National High School Manolo Fortich, Bukidnon, Philippines

## SKILLS

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- Flexible, adaptable and able to multi-task
- Able to work in a fast paced environment
- Strong communicator
- Able to work in a team environment
- Strong data entry skills
- Good analytical skills, detail oriented
- Strong work ethics
- Computer Literate
- Life-long Learner

## PROFESSIONAL CREDENTIALS

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- Barangay Certification - Farm Worker
- Certificate of Graduation - Northern Bukidnon State College
- Certificate of Completion - Performing Solid Waste Management in the Workplace
- Certificate of Completion - Practicing COVID-19 Preventive Measures in the Workplace
- College Diploma - Northern Bukidnon State College
- Employment Certificate - DEARBC
- Employment Certificate - Sherlock Manpower & General Services
- Official Transcript of Records

## AWARDS AND HONOURS

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### **Manolo Fortich National High School**

2014

- Leadership Award

### **Northern Bukidnon State College**

2020

- Practicum Award
- Talent Award

## TRAININGS AND SEMINARS

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### Electrical Installation and Maintenance (NC II)

- Technical Education and Skills Development Authority

- Financial Literacy Seminar
- Human Resource Management Seminar
- Entrepreneurial Mind-Setting Seminar