Jennilyn Labitoria Rodillas

Objective

To have a position where I can utilize my abilities, experiences and talents at their fullest potential in an organization that offers an opportunity for my career growth and development.

Get in touch!

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Work Experience

General Ledger Interface Specialist
ADP Philippines Inc. | November 2021 - Present

- assist clients in checking their General Ledger Reports being processed in ADP Run
- help clients reconcile the amounts generated in General Ledger Reports against the amounts reflected in their bank statement
- help clients edit/make their journal entries in their software for easier reconciliation on their end
- make sure that the reports in ADP Run are accurately posted into the client's accounting software
- General Ledger Setup (ADP Platform)

Secretary cum Accounts, Procurement, Sales Coordinator, HR Assistant and Logistics Officer
Wipaq Technology LLC | December 2013 - March 2016

- Submit all necessary documents to government agencies, clients, and suppliers.
- Preparing letters to all government agencies, suppliers, and clients if deemed necessary.
- Goes to the bank to process funds transfer to suppliers, deposit daily sales and process any other documents if necessary.
- Follow up receivables with clients.
- Check the payables of the company. Once the checks are ready, will contact the supplier for the disbursement of the check.
- Making quotations for prospective clients; following up to close the deal.
- Monitoring stocks regularly.
- Issue purchase orders (local and international), validate with the management then monitor the delivery to us.
- Processing imports and exports of the company.
- Preparing ordered items for delivery schedule.
- Invoicing ordered items for delivery.
- Coordinates with operations and IT teams for delivery schedules and installation schedules.
- Making reports on a monthly basis (pending POs, quotations for follow-up, unpaid balances, uncollected balances from clients, sales for the month, and others).
- Keeps record of employee data.
- Monitoring attendance every day.
- Booking shipments for imports and exports.
- Maintains database of clients and suppliers.
- Processing vendor registration on documents and online.

Customer Service Representative
SITEL Corporation | October 2008- August 2013

- Support the company in meeting the goals and required metrics
- Assist and coordinate with the immediate supervisor and the operations manager with possible options to ensure that metrics and goals are being met.
- Assist and support teammates to make sure that the group will come up with the same goal.
- Monitor the performance of teammates regarding schedule adherence.
- Motivate teammates to make sure that we give excellent service to customers.
- Implements the procedures for taking in calls and resolving the issues of the customers.

Human Resource and Administration
Hometown Corporation | March 2003 - October 2006

- •Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations, and retention, and labor relations; completing personnel transactions
- •Develops human resources solutions by collecting and analyzing information; recommending courses of action
- •Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees
- •Prepares reports by collecting, analyzing, and summarizing data and trends
- •Protects the organization's value by keeping information confidential
- •Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- •Ensure that each employee gets the appropriate training corresponding to their positions and job descriptions.

Supervisor, Secretary and Administration
SM Supermart & SM Dragon Gym | April 2001 - November 2002

- Accountable for the overall implementation of policies in the company
- Responsible for monitoring each employee's performance in the operations
- Submits overall feedback of each employee to HR for performance appraisal
- Ensure that all employees are equally treated for promotions and appraisals
- In charge of the overall monitoring of the forecasted sales, monthly, quarterly, and annually. At the same time, minimizing costs wherever and whenever possible.
- Evaluates the performance of the personnel within the department and gives recommendations for salary adjustments, movements, and promotions. Ensures discipline, resolves issues, and imposes sanctions whenever needed.
- Cooperates with other departments for a harmonious relationship within the company. Manage and increase the effectiveness and efficiency of Support Services (HR, Accounting, and Warehouse), through improvements to each function as well as coordination and communication between support and business functions.
- Supervises cashiers using the point of sale system; checks cashiers if they punched the right codes of the products to be sold; monitors cashiers if they do a proper assortment of the goods being sold
- Uses a point of sale system; punch in the computer the goods being sold to customers

Skills

- Bookkeeping
- General Ledger Setup (ADP Platform)
- Data Entry
- Excellent service in giving customer satisfaction and beyond
- Recruitment, People management, sales, and marketing
- Performance Management, Training Management, Maintaining Employee Files, People Skills Resolving Conflict, Office Experience-General, Reporting Skills, Verbal Communication, and Administrative Writing Skills
- Excellent time-management, problem-prevention, and problem-solving skills.
- Work accurately with close attention to detail.
- Work effectively and efficiently in a team working environment