



Jenilynn Namoco

PROFILE

Experienced Human Resources Generalist handle employee relations, training and development, benefits, compensation, organizational development, and employment. Maintain up-to-date knowledge of federal and state employment law and compliance requirements. Coordinate changes, and training for employee benefits programs. Respond to human resources-related inquiries. Assist with payroll processing.

COMPETENCIES/SKILLS

- Highly skilled in organization tasks such as filing and records management
- Search engine optimizer
- In-depth knowledge of using automated machines, computers and its applications, quick learner, creative, team work skills and strong work ethic
- Works accurately and independently with close attention to detail
- Basic Accounting, Research Skills, Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving

CONTACT INFORMATION



+63 905-4601818 | +63 998-5924373



22-E Banaba St., Balingasa
Balintawak, Quezon City



jhadrine@gmail.com

WORK EXPERIENCE

ASSISTANT SUPERVISOR
LEONIS NAVIGATION CO., INC. |
APR 2018 - PRESENT
MALATE, MANILA

LOAN PROCESSOR
BANK OF COMMERCE | OCT 2017- FEB 2018
MANDALUYONG, CITY

**BUSINESS PROCESS DELIVERY ASSOCIATE/
PRODUCT ENGINEER | Sept 2014-Sept 2017**
ACCENTURE
GATEWAY, CUBAO, QUEZON CITY

**HR - ADMINISTRATIVE/
ACCOUNTING OFFICER | FEB 2014-AUG 2014**
STAR ONE TRAVEL AGENCY
QUEZON CITY

Account Specialist - Customer Care Officer
PILIPINAS TELESERV INC.
February 2013 - January 2014

ABS-CBN Broadcasting Corporation
Finance Department
(INTERN) March 2010- May 2010
Sgt. E.A. Esguerra Ave. cor. Mother Ignacia St.,
Quezon City

NCO Customer Management Inc.
Human Resource Department
(INTERN) November 22, 2011- March 08, 2012
5/F ELJ Communications Center (ABS-CBN
Compound)
Mother Ignacia Street, Quezon City, Philippines

ACADEMIC HISTORY

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Bachelor of Science in Business Administration
major in Human Resource Development Management

Sta. Mesa, Manila
2009-2012

THE UNIVERSITY OF MANILA

Bachelor of Science in Computer Science

Sampaloc, Manila
2008-2009