

ANGELICA OLAN LUMABAD

Blk 4 Lot 11 Zurich St Phase III San Marino Brgy Salawag Dasmariñas, Cavite.

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+63-965-9251339

SCHOLASTIC RECORD

Bachelor in Office Administration <i>Major in Legal Transcription</i>	Polytechnic University of the Philippines	2007- 2011	
	Upper Bicutan National High School	2003-2007	8 th Honorable Mention Cadet of the Year Awardee
	Upper Bicutan Elementary School	1997-2003	

EMPLOYMENT RECORD

JPMorgan Chase & Co July 30, 2015 to present

Legacy

VOE - verification of customer's employment

HOI/Flood – obtaining both Home Insurance and Flood Policy

NLR – completing all necessary document to pass the new loan review as needed per State

Prod Support– Ordering Titles for customers, reviewing Title and Appraisal, notifying Loan Officers.

MX Support:

VOE - verification of customer's employment, making sure that the client/borrower is capable of paying the applied mortgage.

HOI - obtaining both Home Insurance and Flood Policy, validate obtained documents from insurance company.

Title Ordering - Loan assigner and sending title order request.

Title Verifier - obtaining confirmation from title company that the title order request is successfully received.

Title Analyst - obtaining title documents such as Title commitment, Wire Instruction, Closing Protection Letter, Preliminary Closing Disclosure, and Tax Certificate. Make sure that the obtained documents are valid and acceptable.

International Business Machines (IBM) Philippines:

April 16, 2014 – February 6, 2015

Eastwood, Quezon City

EMEA (Europe, Middle East, Africa) Compensation Specialist

- Coordinate with mobility representatives, various payroll teams and other clients in order to best support expatriates throughout their International Assignment (IA) & Short Term Foreign Service (STFS).

- Run balance sheet calculations, authorize assignment allowances, and create monthly comparison payroll reports.
- Input assignment data (assignment allowances, minimum salary requirements) and variable data (employee details, salary) into the tool in order to calculate assignment allowances accurately.
- Reconcile all the assignments allowances once the international assignment has been completed.
- Ensuring MSL levels are met for each assignee by undertaking a salary review, salary and/or allowance adjustment (if required) and ongoing compliance from start of assignment to repatriation (and/or work permit cancellation) taking into consideration: Payment of allowances and/or salary as legally required; Legislation changes (tax, employment or immigration etc.) Home or host country compensation structure and benefit changes; Assignee change in circumstances Sponsorship changes; Home or Host Country Assignment Allowance Changes;
- Undertaking a final end of assignment MSL reconciliation.
- The fixed data input (e.g. assignment allowances, minimum salary requirements (immigration and employment law based) & and variable data (employee details, status, salary, employee benefits, SAI, On post) entered into the tool.
- The integrity of the data calculation.
- Ensuring audit preparedness.
- Maintaining positive relationship with clients and act in a professional manner;
- Calculate MSL & ensure compliance based on the different category of the work permits if applicable Salary calculation for filling extension.
- Specific tasks include, running balance sheet calculations, run payroll for the assignee and run comparison to prior payroll to identify any potential errors, run lump sum calculations by obtaining required details for travel, accommodation, run new compensation packages where these are required on account of table updates and other tasks as may be required within the defined process in various delivery center.
- Assuming additional responsibilities as assigned by the Team Leaders & Team Managers as applicable

Jolly Management Solutions Inc.

April 16, 2011 – January 31, 2014

Makati City

HR Officer

- Directly handles field employees
- Compute the Daily Time Record of the Staffers.
- Process Payroll
- Conduct office/phone orientation to newly hired employee.
- Monitor Daily Attendance.
- Monitor Contract.
- Issue memo to employee with violations
- Report employees to SSS, PHIC, PAG-IBIG(Er2, 1902, RF1)
- Regular Interacting with client counter part
- Prepare, develop and implement procedures and policies on staff recruitment.
- Explain and provision of the personnel policy.
- Prepares Salary Cost Breakdown.
- Prepares payroll/benefits.

AFFILIATIONS & ACHIEVEMENTS

- Philippine Association of Students in Office Administration

- Active member
- Comm-Youth-erzz
 - Former Secretary, 2007-2015
- Upper Bicutan Youth Aliance
 - Auditor, 2010 to present
- Chase Title Champs – November 2022 to present

SEMINARS ATTENDED

- Ace + Aug 2018
- Promoting Unity of Purpose MIRDC Conference Room Feb 19, 2010
Towards People Authentic Service and Organizational Accountability
- 7 Habits of Highly Effective People PUP-Taguig Conference Rm. Sept 30, 2008
- Career Enhancement in Office Administration/Management PUP-Taguig Campus Aug 5, 2008

OJT INTERNSHIP

Landbank of the Philippines

Bicutan-DOST Branch
838-72-12

Tagum & Associates Law Firm

East Avenue Quezon City
434-33-00

Lizardo Carlos & Lizardo III Law Firm

Alabang, Muntinlupa City

I certify that the above information are true and correct to the best of my ability.

ANGELICA O. LUMABAD

Applicant