

HERCEL A. OCAMPO

Corehousing Brgy. Ibabang Owain

Sampaloc Quezon

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**OBJECTIVES:**

To obtain high performance by mastering the demands of LEADERSHIP, VISIONING, MAXIMIZING VALUES, CHALLENGING EXPERIENCE, BUILDING CONSTITUENCY, MAKING SENSE OF EXPERIENCE and KNOWING SELF.

WORKING EXPERIENCE:

January 10, 2018-up to Present

Human Resources Assistant**Tourmates Travel Services**

Unit J-LLS JONCOR Building G/F No. 1326 A.Mabini St.
Ermita Manila 1000

Duties and Responsibilities:

- Payroll

September 9, 2013-February 24, 2014.

Billing Clerk (Road Transport Department)

Kintetsu World Express
JJM Building 6, Amvel Compound
Brgy. San Dionisio, Parañaque City

Duties and Responsibilities:

- Receiving/Encoding DR Waybills (AIR/SEA).
- Sending POD to client, such as time of arrival/who will receive the documents/goods. ➤
- Monitoring Warehouse (Packing and Crating), Stockroom.
- Order supplies for warehouse use, such as pallets, jack wrap, and other supplies for palletizing use and for client's use.
- Monitoring and sending report directly to trucker's and other branches for unreturned pallets/spill pallets and plastic pallets.
- Coordinate to dispatcher for booking of local delivery and monitor from time to time by sending POD to client.

- Sending monthly billing for deductions to accounting department for those truckers who fail to returned pallets. Updating record.
- Dispatched Incoming/Outgoing documents to other branches.
- Distributing Incoming documents in all respective department.
- Receive and check billing invoice from trucker for by AIR/SEA trip.
- Purchasing.

June 23, 2012-September 8, 2013

HR Clerk

Kintetsu World Express (Phil.) Inc.
JJM Building 6, Amvel Compound
Brgy. San Dionisio, Parañaque City

Duties and Responsibilities:

- Handles Timekeeping.
- Monitoring and updating 201 Files.
- Making adjustment such as OT/Night Differential/Holiday OT.
- Monitoring and encoding all kinds of LEAVE such as SICK LEAVE/VACATION LEAVE/MAGNA CARTE LEAVE/SOLO PARENT LEAVE and BEREAVEMENT LEAVE.
- Sending monthly report of Leave Conversion for those employees with have remaining leave balance.
- Monitoring and sending monthly report for Tardiness and Absenteeism for KPI evaluation.
- Prepare ID and forms for newly hired employee.
- Screening applicant/given written exam.
- Computing last pay and prepared clearance for those resigned employees. ➤ Purchasing.

October 2008-December 2009

Customs Representatives

Nuñez Customs Brokerage
7th/Floor Room 307
Trinity Building
T.M. Kalaw, Manila

Duties and Responsibilities:

- Payment of Duties Taxes at the Bank.
- Preparation of Documents by Air/Sea.
- Liaise with the Bureau of Customs and Shipping Line.
- Encode processed document entry.

TRAINING AND SEMINARS ATTENDED:

Self-Awareness and Communication

FEATI University
September 26-October 3, 2007

1st United Customs Administration Society UCAS Symposium

FEATI University
October 07, 2009

ASEAN Ratification and its Implication to Customs Administration

Lyceum University of the Philippines
Intramuros, Manila
January, 2009

EDUCATIONAL BACKGROUND:

June 2005- April 2, 2010

Bachelor of Science and Customs

Administration FEATI University
Helios St. Sta. Cruz, Manila

PERSONAL DATA:

- Age : 40 years old
- Date of Birth : July 14, 1983
- Gender : Female
- Civil Status : Married
- Languages : English, Filipino (Tagalog)
- Skill : Proficient in MS office application

Hercel A. Ocampo