

JOVELYN CABUTAJE CABRIDO

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PROFESSIONAL SUMMARY

Results-driven professional with diverse experience spanning roles as an HR Officer/Accounting, Caretaker/Caregiver, Documentation Officer/Accounting, and Childcare provider. Possessing a solid foundation in human resources, accounting, and caregiving, I bring a unique blend of skills and expertise to any position. With a proven track record of managing HR functions, handling accounting tasks, providing compassionate care, and maintaining meticulous documentation, I am adaptable to different environments and thrive in dynamic settings. Leveraging strong interpersonal and organizational skills, I am committed to delivering high-quality service and making a positive impact in any role. Eager to contribute my versatile background and dedication to excellence to your team.

SKILLS AND ABILITIES

- Human Resources Management
- Documentation
- Communication Skills
- Interpersonal Skills
- Teamwork
- Accounting
- Organizational Skills
- Attention to Detail
- Financial Reporting
- Adaptability
- Caregiving
- Time Management
- Problem-Solving
- Record-Keeping
- Customer Service

WORK EXPERIENCE

Filgulf Manpower & General Services Inc. | Philippines 2018 - Present

Position: HR Officer / Accounting

- Managed human resources functions such as recruitment, onboarding, and performance evaluations.
- Handled payroll processing and maintained accurate records of employee salaries and benefits.
- Assisted in budgeting and financial planning activities related to HR operations.
- Compiled and analyzed HR data to generate reports and support decision-making processes.
- Ensured compliance with labor laws, regulations, and company policies.

Grandma with Dementia | Taiwan 2015 - 2018

Position: Caretaker / Caregiver

- Provided compassionate care and assistance to individuals in need, including elderly or disabled individuals.
- Assisted with activities of daily living such as grooming, bathing, and medication management.
- Monitored clients' health and well-being, reporting any changes or concerns to healthcare professionals or family members.
- Engaged clients in recreational and social activities to promote mental stimulation and emotional well-being.
- Maintained a clean and safe environment for clients, including meal preparation and light housekeeping tasks.

Filgulf Manpower & General Services Inc. | Philippines

2013 - 2014

Position: Documentation Officer / Accounting

- Managed documentation processes, including filing, organizing, and archiving records.
- Prepared financial documents such as invoices, purchase orders, and expense reports.
- Conducted data entry and maintained accurate records of financial transactions.
- Assisted in the preparation of financial statements and reports for management review.
- Collaborated with accounting team members to ensure accuracy and completeness of financial records.

Private Employer | Jordan

2010 - 2012

Position: Childcare

- Provided childcare services for young children, ensuring their safety, well-being, and development.
- Planned and implemented age-appropriate activities and educational games to stimulate children's growth and learning.
- Established and maintained positive relationships with children and their families, fostering a nurturing and supportive environment.
- Prepared nutritious meals and snacks for children, considering any dietary restrictions or preferences.
- Supervised children during playtime, outings, and other activities, promoting socialization and positive behavior.

TRAININGS AND CERTIFICATIONS

- Caregiving NCII (Childcare and Elderly Care)
- Info Sheet - (DMW)
- Household NC II
- Food and Beverages NC II
- Housekeeping NC II

EDUCATION

Asia Pacific Caregiving and Healthcare Services | Philippines

2023

Caregiving

Cagayan State University | Philippines

2007 - 2009

Hospitality Industry Management (Associate)