

Elaine Rose Miculob

Personal details



Elaine Rose Miculob



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Norte 9211



July 29th, 1991



Cabasagan, Lala, Lanao del
Norte



K16-21-200066



Female



Filipino



Single

Skills

Effectively Meet Deadlines

Achieve targets and work under
pressure

Computer Literate

Microsoft Office (Word, PowerPoint,
Excel, Exel, Visio)

Highly motivated and with positive
working attitude.

Video & Photo Editing

Languages

Visaya

Tagalog

English

Education

Bachelor of Science in Computer Science

Jun 2013 - Apr 2017

Christ the King College de Maranding, Lanao del Norte

Employment

HR Staff

Oct 2018 - Sep 2020

China Banking Corporation, Makati City

- Creating a template for manpower planning.
- Send template to line for their planned additional position for the next year.
- Review the template submitted by the line together the Table of Organization.
- Create the additional planned position in the system.
- Generate the all the positions (It will generate through excel files).
- Once done prepare the report.
- Submit the report to HR services for the estimated budget for the next year and they submit it to the Accounting department.
- The Accounting Department will inform us and the line for the approved count of position.
- The line then revised there Table of organization based on the approved count.
- Review the TO submitted by the line vs. the system.
- Process the necessary changes (Delimit, Rename, transfer the position).
- Activate the approved planned positions.
- Process the RFP for the newly hired.
- Process the Request for Agency Personnel.
- Process the request to change of approver.
- Process the correct tagging of cost center.
- Upload the Soon to open branches in the system.
- Prepare Organizational Chart based on the submitted TO vs system for approval of the Heads.
- Prepare memo for the approved Organizational Chart to present it to the Board meeting.
- Answering phone and email inquiry.
- Filling for future reference.

Clerk

Jul 2017 - Mar 2018

Kintetsu World Express (Philippines) Inc., Parañaque City

Day shift will turn over the cargo they received.

- Check the amount of cargo in the warehouse.
- Check the volume of incoming cargos.
- Receive Cargo
- Book the truck to deliver the cargo.
- Do the waybill (Sizes, weight and destination of each cargo).
- Do the invoice of the cargo.
- Do the Truck Van Manifest (TVM) or the list of the cargo loaded in the truck.
- Do Trip Booking (Input details of truck in the system and print).
- Do Transmittal
- Dispatched Cargo and Trip Booking.
- Turn over for the day shift.