



Jenny A. Susano

Blk 9 Lot 15 Ph.2 Solar Homes North, Bagumbong, Caloocan City

Mobile. no.: 0995-7512347 / 0918-9634788

Email Address : jhensusano25@gmail.com

OBJECTIVE

To be able to work to a well-organized company and to work with a dynamic people in order to exercise, share my thoughts and enhance my skills.

WORK EXPERIENCE

Date : January 2013 up to January 2020
Position : Administrative Manager / Human Resource Manager
Company Name : MANA Architecture & Interior Design Co.
Address : U902 Atlanta Centre Annapolis St. Greenhills, San Juan City

Job Description

- Responsible for Human Resource (Hiring/Payroll / Employee's Records/Contract Management)
- Responsible for making and tracking Payables / Receivables/ Petty cash /Billing & Collection.
- Coordinate with Project Managers and Architects on the status/progress of the projects to ensure accurate billing to the clients and payment to the contractors.
- Assist Architects and Project Managers in coordination with Consultants (MEPF, Landscaping and Structural), Contrators and Suppliers.
- In charge of ISO preparation/ accreditation & Implementation process.
- Prepare Weekly and Monthly Reports.
- Prepare BIR monthly reports thru EFPS, SSS & Pagibig Contributions of Employees.

WORK EXPERIENCE

Date : August 2010 to 2013
Position : Project Coordinator
Company Name : Group3 Design Studio assigned to Citibank
Address : 8741 Citibank Tower , Paseo De Roxas. Makati City

Job Description

- Assist Project Manager in coordination with Designers, Contractors and Suppliers.
- Monitor and track payables and prepare report weekly or as needed.
- Responsible for the monitoring and updating in the system seat re-configuration, seat vacancies, seat assignments, space re-configuration, and people movement/transfer for all

- Citibank office premises and branches to ensure accurate cost center charging and employees directory.
- Prepare Weekly / Monthly reports to Region.

WORK EXPERIENCE

Date : June 2008 up to March 2010
Position : Administrative Officer / Human Resource Officer
Company Name : Group 3 Design Studio (Architectural & Design firm)
Address : Unit 405, Prestige Tower, F.Ortigas Jr. Road. Pasig City

Job Description:

- Responsible for Human Resource (Hiring/Payroll / Employee's Records/Contract Management)
- Assist Architects in the preparation of their design presentation to the clients.
- Responsible for handling calls/inquiries of clients & suppliers
- Responsible for the coordination with Designers, Clients and Vendors
- Responsible for making Payroll / Payables / Pettycash /Collection Reports
- Prepare Weekly and Monthly Reports.
- Monitoring of Incoming and Outgoing projects and make necessary report.

WORK EXPERIENCE

Date : March 2006 up to May 2008
Position : Sales Staff / Cash Custodian / Quotation
Company Name : CLC Marketing Ventures Corporation (Anthro Office Systems)
Address : 114 CLC Bldg.6, Sauyo Road Novaliches, Quezon City

Job Description:

- Responsible for making Order Sheet (OS) requested by AE/Clients.
- Responsible for making Quotation/ Cost Sheet
- Prepare Weekly and Monthly Sales Reports.
- Responsible for making Collection Reports/Counter Receipts and Price List.
- Preparing Petty Cash for everyday Office Expenses. (for AE's and Installers)
- Monitoring of Accounts Receivables.

WORK EXPERIENCE

Date : October 2000 up to 2001
Position : Encoder
Company Name : DECS NCR
Address : Quezon City

Job description:

- Encoding and checking all incoming and outgoing stocks.

WORK EXPERIENCE

Date : April 2002
Position : Telemarketer
Company Name : Teletech Marketing Communication
Address : Makati City

Job description:

- Handling Calls of clients when inquiring and follow-ups of items.
- Handling Calls of clients when selling the company's product.

EDUCATIONAL BACKGROUND

College : **BSBA-MAJOR IN COMPUTER MANAGEMENT**
INTERFACE COMPUTER COLLEGE
C.M Recto ,Manila
1997-2001

Secondary : Lakandula High School
Tondo, Manila

Primary : Sampalukan Elementary School
Caloocan City

PERSONAL INFORMATION:

Birthday : July 25, 1980
Birthplace : Tondo Manila
Sex : Female
Age : 40 yrs old
Civil Status : Married
Height : 5'6"
Weight : 57 kls.
Language can speak/write : Filipino/English
SSS Number : 33 – 7959720-9
TIN Number : 244-802-031

I hereby certify the above information is true and correct to the best of my knowledge and belief.

Ms. Jenny A. Susano
Applicant