

# Marynita Fatima Bermudez-Advincula

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## **ACHIEVEMENT:**

Civil Service Passer	80% October 2005	
BST of the Month	(December 2015) Glenmark	Philippines Inc.
Loyalty Award	Five (5) years Glenmark	Philippines Inc.

## **EDUCATIONAL ATTAINMENT:**

Bachelor of Science in Psychology  
Far Eastern University

***WEB DEVELOPMENT-currently studying at Tuitt Coding Bootcamp***

## **WORK EXPERIENCE:**

### **HR OFFICER**

Asian Cable Communication Incorporated July 1, 2016 – November 30, 2016

- Responsible for the end to end recruitment process of the employees
- Provides Training to the Newly Hired Employees
- Prepares and Issues Employment Contract to the Newly Hired Employee
- Prepares and Issues corresponding sanction memo for specific violation
- Process and coordinates medical reimbursement of the employees

### **HR OFFICER**

Glenmark Philippines Inc. (GPI) March 21, 2011-June 30, 2016

#### **Recruitment:**

- Responsible in the advertisement of open positions in Jobstreet and other social media networks.
- Responsible to the End to End Execution of the Talent Acquisition Process.
- Utilize recruitment sources like portals, referrals, vendors, campus, social networking sites and others to find the right candidate for the position.
- Coordinates with the Hiring Manager to identify open position.
- Initial Screening thru personal or phone interview for candidate validation, shortlist the possible qualified candidates for the position also schedules and coordinates with the interview panel for technical interview.
- Provide Training Schedules for the qualified candidates for the position.
- Conducts salary discussion in the absence of the Hiring Manager.

#### **Compensation and Benefits:**

- Provides Training Allowances for the qualified candidates for Product Training.
- Prepares Request letter for Allowances such as TDF, Revolving Fund or Relocation Allowance for the Newly Hired.
- Issues ID and Calling Card for the Newly Hired.
- Submit necessary papers for the Enrollment of the Newly Hired to the Government Agencies (i.e. SSS and Philhealth)
- Act as a Liaison or Coordinator in submission of the Loan Application, Maternity Application etc. in SSS or Pag-ibig.
- Process the Application of the Employees for Company Loan.
- In-charge of the yearly renewal of HMO and Life Insurance.
- Coordinates and Submit Newly Members or for Removal of Membership in HMO and Life Insurance.

#### **Timekeeping:**

- Checking of Absent Days of the Employees before the cut-off date.
- Timely Monitoring of the number of leave credit of each employee.

### **HRIS**

- Updates the HRIS system (Addition/Deletion of Employee and Loan Deduction).
- Ensures the accuracy and completeness of HRIS.

### **Admin**

- Updates and Keeps the 201 file.

- Prepares Certificate of Employment for the Newly Hired to Resigned Employees.
- Email Blast (Birthday, Motivational Article, Holiday and Other Announcements).
- Update and Submit Employee Roster Report, Applicant Database to HR Manager.
- Update and Follow thru of the Performance Evaluation of the Employee on Probationary Status.
- Prepares Contract for the Newly Hired and Personal Action Notice to Employees for Regularization.

Additional Task: Knowledgeable in Fleet Management, Flight Booking and Car Acquisition Processing.

#### **PERSONNEL ASSISTANT**

Rustan Marketing Corporation October 12, 2009-March 11, 2011

- Prepares the show-cause memo and corresponding memo on sanction to be issued for specific offense/ violation.
- Monitors cases and coordinates with departments concerned regarding the status/ progress of legal cases.
- Sees compilation of documents for the various cases endorsed to the Legal office and coordinates with Legal regarding the development/ progress in case/s.
- Handles filing of all pertinent documents in the 201/301 files.
- Handles the retrieval and filing of the active and inactive 201 files and inactive 301 files
- Updates all Index Cards of all 201 and 301 files.
- Sorts and file all AFLOA's provided by the Payroll Section for safekeeping and reference purposes.
- Input employee data in the Personnel Information System (PIS).
- Prepares monthly Employee and Manpower Status Report for MANCOMM Meetings.
- Prepares and issues Certificate of Employment upon request.
- Handles all other tasks that may be assigned from time to time.

Corporate Human Resources Assistant-Recruitment/Training/Time keeping and Employee Relations  
Ads Libre Inc. (Buy and Sell) January 4, 2007- October 10, 2009

- Selection and screening of Applicant. (Paper screening, Initial Interview and endorsement of applicant for line interview)
- Responsible for the pre-employment and post employment of the employees.
- Make necessary personnel action for contractual, probationary, trainee and part timer.
- Makes and Issues employment contract.
- Monitoring of 201 file and updating of master list.
- Makes and issues memo, notice to explain and suspension memo to the employees.
- Attends panel hearing and other meetings, in-charge of the minutes meeting.
- Provides lecture to corporate clients for drug awareness and company orientation for the newly hired employees.
- In-charge of the timekeeping of the employees.
- Monitoring of the in and out of employees, vacation leave and sick leave.
- Make tardiness report and memo for the employees.

#### **PERSONAL DATA:**

**Father's Name:** Nataniel R. Bermudez

**Mother's Name:** Teresita C. Bermudez

#### **CHARACTER REFERENCES:**

*Available upon request.*