



JOSEPHINE P. LAROA

BLK 10 LOT 22 PRIMAVEDA RESIDENCES PAG ASA 11 IMUS
Cavite, Philippines
Mobile No.: 09457847762
Email Add: jholaroa@yahoo.com.ph

Current Location: Philippines

Availability: I can start for work as soon as possible.

PERSONAL DATA

Age: 34
Date of Birth: May 9, 1986
Gender: Female
Civil Status: Single
Height: 154 cm
Weight: 50 kg
Nationality: Filipino
Religion: Roman Catholic
Permanent Address: BLK 10 LOT 22 PRIMAVEDA RESIDENCES PAG ASA 11 IMUS CAVITE

Expected Salary:
\$13k/monthly

WORK EXPERIENCE

I have been working for 12 year(s).

1. Position: HR /ADMIN/FINANCE
Duration: October 08, 2008 TO June 2020
Company: MODELCOUP INTERNATIONAL INC.
Company: MANPOWER
Industry:
Location: TEJERO ROSARIO CAVITE
Department: HR/ADMIN STAFF
Job
Description:

12-yr.
Company Closure

\$16k/monthly
Mandatory processing SSS / Philhealth
Employee Hiring

Handling Applicants inquiry, recruitment, Interviewed and giving exam to qualified applicants for various positions.

Deployment processing

Conduct training orientation to newly hire employees.

Prepares extensive Evaluation Reports of worker.

Responsible in monitoring manpower service to the client

Arranged Documentations of Clients and employees records.

Records keeping such as 201 files of employees.

Monitor daily timekeeping record/timekeeping of the employee

In charge in payroll preparation, releasing of salary on time thru bank transaction. Releasing of pay slip on time.

In charge in filling or preparation governments dues Phil Health, SSS, HDMF. Reporting monthly report such as medical report, BIR report, DOLE monthly report.

IN-charge in guidance and counseling of employees

Answering telephone calls, concern to client, Advertising Vacancies

Performs other related duties as may be required by the immediate superiors

2. Position: **Part time Timekeeper**
Duration: May 2013-August 2014
Company: Saint John BOSCO Faith Training Center
Company Industry: SCHOOL
Location NOVELETA Rosario Cavite
Department: ACCOUNTING
Job Description: In Charge in timekeeping, payroll preparation, releasing of student allowance
And bank processing.

3. Position: **Production Operator**
Duration: Jun 24, 2006 - Oct 10, 2007 (1.3 yrs)
Company: Macro Wiring Tech, Co. Inc.
Company Industry: Manufacturing
Location CEPZA Rosario Cavite
Department: Production
JobDescription: Perform production operation in wire harness assembly.

3. Position: **HR COORDINATOR**
Duration:
Company: Chiyoda integre phils.
Company Industry: Manufacturing die cutting
Location CEPZA Rosario Cavite
Department: HR
Job Description: In charge in checking attendance, encoding output , proper grooming of employees and disciplinary action

EDUCATION

Highest Education
Education Level: Bachelor's / College Degree
Education Field: Others
Course: Associate in Office Administration
School/University: Saint Joseph College
Location: Maasin City Southern Leyte
Date: SY: Jun 2004 - Mar 2006

July 29 ,2015

POWERMIX CONSULTING GROUP INC
ALL ABOUT PAYROLL AND WITHHOLDING TAXES

OCTOBER 26, 2015

PHILHEALTH
EMPLOYERS FORUM

Capability

- With 12 years experience in HR /ADMIN/ FINANCE -timekeeping and payroll processing. Government dues and employees benefits SSS PHILHEALTH and HDMF PROCESS .
- With good communication skills and ability to multi-task and manage assigned task well even under pressure and gives noteworthy results.
- Highly Dependable
- With experience in processing accounts payables both checks and cash payments

REFERENCES

Can be provide upon request.

Applicant Signature