**JERWIN L. RINGCONADA**

Purok San Antonio La Paz, Carmen Davao Del Norte

Cell # : 09122015160 / 09914319566

Date of birth : April 05, 19971

Gender : Male

Marital status : Single

Religion : Filipino

E -Mail : ringconadajerwin05@gmail.com

Place of birth : Sto. Tomas Davao del Norte

**CAREER OBJECTIVES:**

Seeking a challenging position in a growth-oriented organization, where my skills and experience will be utilized to their full potential.

**PROFESSIONAL SUMMARY:**

A competent professional with more than 4 years of work experience in the field of recruitment, operations and administrative work. For the past years, I’ve been working as a Talent Acquisition and dealing with different nationalities from Asian countries. Responsible for conducting research, sourcing of CV’s including job posting on professional sites. Screening of resumes and credentials for the appropriate skills, experience and knowledge related to the position required by the clients and conduct preliminary Interviews.

I’m also engaged in operations and administrative work. Taking responsibility for day-to-day operations virtually and handling all employees’ concerns and giving assistance to the site manager in giving response to customer’s request. Taking care of all time sheets, leave forms, reimbursement and other documents for record keeping. Performing data entry, computation and verification of time sheets that focuses on Singapore and Qatar employees.

I have **experienced working in Indonesia as Site Coordinator** and handling 26 Engineers who were selected to work for the Coal Fired Steam Power Plant project located at Baru South Sulawesi, Macassar, Indonesia. I’m in charge of all employee's concerns at site, coordinating with the Commissioning Manager with regards to employee contracts, dispatch plan and follow up for P.O approval. I also work on employees' timesheets, leave trackers, reimbursement, travel arrangements and other ad hoc tasks.

**SKILLS:**

* Time Management
* Self-motivated
* Resourceful
* Teamwork
* Innovative
* Microsoft Office – Word
* Microsoft Office – Excel
* Microsoft Office – Power Point

**EDUCATIONAL BACKGROUND:**

* **Bachelor of Science in Business Administration** 2018 to 2019

Major in Human Resource Management

University of Mindanao, Panabo City

**TRAINING & SEMINARS ATTAINMENT / AFFILIATIONS:**

* Negotiation and Self Confidence – Panabo City Oct 12, 2019
* Junior People Management Association of the 2017 – 2019

Philippines (JPMAP) VP President – UM Panabo College

**WORK EXPERIENCE:**

**Company : GrabFood PH - Impact**

**Position : Key Accounts Officer**

**Location : Panabo City, Davao del Norte**

**Duration : June 01, 2023 to Present**

**Job responsibilities:**

**Sales**

* Lead generation and research (both remotely over the phone and in-person pitching)
* Other lead generation activities such as flyering, attending trade events, etc.
* Scheduling for and pitching to restaurant owners, staff or managers
* Conducting regular follow-ups with restaurant point of contacts to continue negotiations, ensure
* contract signing and proper transition to onboarding activities.

**Content and Onboarding**

* Content and Onboarding, include, but is not limited to, ensuring that data and documents collected are complete and in alignment with requirements, adhering to procedures and standards.
* Encoding merchant information from online and offline sources onto a content platform.
* Conducting training for partner merchants to be familiar with the workflow and forthcoming merchant app or portals
* Facilitating information changes for partner merchants when requested.
* Acquire and update knowledge on procedures related to relevant processes.
* Strive to meet individual and team key performance metrics.
* Liaise with other departments when required.

**Company : QuEST Global Services Pte Ltd. Singapore**

**Position : Operations and Admin Assistant**

**Location : Panabo City, Davao del Norte**

**Duration : March 28, 2021 to May 31, 2023**

**Job responsibilities:**

**Operations assistant - (Virtual support to Singapore Team)**

* Provide virtual support to Operations Manager for any site issue
* Keep internal documents/trackers up to date for monitoring of workers' status and records
* Work closely with the operations manager to provide swift response to employee's complaints or customer concerns.
* Participate in weekly meetings together with the entire team to discuss invoicing matters and payment collections from customers.
* Sending email updates to the team or to the customers for any information or concerns
* Store, file and retrieve documents/reports as and when needed.
* Keeping in touch with all employees under shipyard projects to check for any site concerns
* Answering calls or calling employees to give updates/information
* Handling of gate passes for employees who enter the yard through a system (ISRP) in Singapore who work under Keppel Shipyard projects.

**HR Admin Assistant (Panabo Branch Office)**

* Data entry and general maintenance of Corporate, HR and Accounts file storage in cloud-based portals, but excluding analytic services performed on stored data.
* Timesheet entry, calculation, compiling and verifying all inputs.
* Attending to queries regarding timings and follow up of timesheets through emails and phone calls.
* Maintenance and upkeep of master data files and timesheets.
* Collating and verifying data on timesheets for billing purposes for customers.
* Support in invoice calculations, preparation, submission and collection from customers, resolving invoice and timesheet discrepancies.
* Booking of air tickets and hotel accommodation for all employees in Qatar project
* In charge for checking and verifying credit note requests from customers

**Company : QuEST Global Services Pte Ltd. Singapore**

**Position : Site Coordinator**

**Location : South Sulawesi, Indonesia**

**Duration : September 20, 2022 to April 13, 2023**

**Job responsibilities:**

* On-site monitoring for employee’s daily attendance and concerns.
* Coordinate with the Commissioning Manager for employee’s contract extensions / terminations, follow up for P.O approval and other ad hoc tasks
* Travel bookings include flight tickets, land transportation and hotel bookings during employees’ vacations or during the mobilization and demobilization phase.
* Monthly timesheet review and verification for Manager’s for approval
* Coordinate with the payroll team regarding invoicing matters
* Getting approval from Program Head for employees benefits and other claims
* Liaise with the Indonesian partner Office for employee’s visa processing and renewal
* Coordinate with one of the Philippine Agencies (Sanguine) for OEC processing of new employees or re-entering of employees under contract.

**Company : Global EPC Solutions Inc. Subsidiary of QuEST Global Singapore**

**Position : Talent Acquisition**

**Location : Panabo City, Davao del Norte**

**Duration : May 14, 2019 to March 27, 2021**

**Job responsibilities:**

* Liaise with the team leaders or supervisors with regard to the requirements given.
* Sourcing and screening of resumes for the current hiring needs of the various requirements of clients.
* Sourcing of profiles from databases, web portals (paid and non-paid sites) like LinkedIn, indeed, Monster, Job Street, and Job’s bank.
* Responsible for job posting through social networking sites and professional sites like LinkedIn, indeed, Monster, Job Street, Job’s bank, and other paid and non-paid sites.
* Reviewing of resumes and credentials for the appropriate skills, experience and knowledge related to the position required by the clients.
* Conduct preliminary interviews for interested applicants and evaluate their qualifications, level of interest, reasons for seeking a new job and checking their availability.
* Provides interview feedback to the candidates.
* Finalize and recommend the most qualified and suitable candidates to the clients.
* Setting up an interview with the client and follow up for feedback.
* Ensuring that the candidates can join on the committed date to the client.
* Participate in weekly group meetings and discuss about recruitment status and issues.
* Responsible for developing strong relationships between the candidates and the client.
* Making daily, weekly, monthly reports of daily calls and requirements for evaluation.
* Maintaining an Excel sheet for all candidates sent to the client using Google Sheets, Google drive and the status of the requirements.
* Keeping a potential profile in a database from high to low profile personnel based on their skills, experience and qualifications.

**CHARACTER REFERENCES:**

**Vanessa Saldana Benjie Togle Patrick Bruce M. Jayme**

QuEST Global - TA QuEST Global - TA HQ Esports Hub - Attendant

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