

Curriculum Vitae

RODEL IBAY KARGANILLA

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To seek a challenging career in the areas of Administration and be a strategic partner in achieving organization's vision and mission.

Core Competencies

Analytically-driven and oriented, recruitment, employee engagement and retention, employee value and performance, presentation and training, excellent written and oral communications, influencing, organizational planning and delivery, result-oriented, team player, adaptability, customer-oriented, negotiation and critical thinking.

Educational Qualifications

Bachelor of Science in Computer Science
Year 1999
Union Christian College
Philippines

Human Resource Trainings & Certifications

Competency-Oriented Training Program Development	Nov. 23, 2011
Performance Management: Measures and Metrics	Dec. 7, 2011
Compensation and Benefits Management	Dec. 14, 2011

Businessmaker Academy, Inc.
Pasig City, Philippines

Work Experiences

Office Manager **May 1, 2017 to Present**
Technical Contracting Company Trading
Al Khobar, Kingdom of Saudi Arabia

Organizes and coordinates office administration and procedures, in order to ensure organizational effectiveness and efficiency and develops intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision, and task delegation.

Specifically,

- Point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands
- Organizes and schedules meetings and appointments
- Organizes office operations and procedures

- Coordinates all office equipment
- Manages relationships with vendors, service providers, ensuring that all items are invoiced and paid on time
- Manages contract and price negotiations with office vendors and service providers
- Provides general support to visitors
- Manage executives' schedules, calendars, and appointments
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored
- Ensures office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts, and office systems
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Allocates tasks and assignments to subordinates and monitor their performance
- Assigns and monitors clerical, administrative, and secretarial responsibilities and tasks among office staff
- Responsible for recruiting staff for the office and providing orientation and training to new employees
- Ensures top performance of office staff by providing them adequate coaching and guidance
- Coordinates office staff activities to ensure maximum efficiency
- Ensures filing systems are maintained and current
- Ensure security, integrity, and confidentiality of data
- Designs and implements office policies and procedures
- Oversees adherence to office policies and procedures
- Analyze and monitors internal processes
- Coordinate schedules, appointments, and bookings
- Monitor and maintain office supplies inventory
- Review and approve office supply acquisitions
- Handle customer inquiries and complaints
- Manage internal staff relations
- Maintain a safe, secure, and pleasant work environment

HR & Administrative Officer
Technical Contracting Company
(a Yusuf Bin Ahmed Kanoo Company)
 Jubail, Kingdom of Saudi Arabia

February 12, 2009 to April 30, 2017

Leads and coordinates various Human Resources & Admin department functions especially the company's recruitment and hiring process, compensation, employee relations, performance management and ensures compliance with existing labor laws and regulations.

Specifically:

- Contributes to the development and delivery of recruitment plans, strategies and activities to meet current and future term human resource requirements of the organization involving recruitment and hiring, compensation and performance management
- Administer, initiate and coordinate and support the company's recruitment activities both local and international
- Provides information to HR & Admin staff regarding policies and regulations; addressing variety of HR concerns and issues.

- Provides leadership and support related to organizational planning, job evaluation, setting various HR metrics and strategies
- Coordinates with department managers in maintaining work structure manpower planning to determine and establish the needed competencies and skills of various manpower requirements to effectively recruit competent employees
- Prepares employees for assignment by establishing and conducting orientation, training and on-boarding programs
- Develops effective recruitment strategies and tools to effectively and timely address staffing requirements
- Maintains the work structure by updating job requirements and job descriptions for all positions
- Maintenance of employee records and database related to personnel actions and evaluations.
- Prepares various HR-related reports related to manpower statistics, recruitment update and visa-related documentations
- Monitors, initiates and coordinates with various overseas recruitment agencies in relation to recruitment, employment visa, and ticketing
- Initiates and coordinates periodic performance appraisal activities with various Department Managers
- Monitors and periodically evaluate the effectiveness of the company's compensation and recommends changes, when necessary.
- Helps ensures statutory compliance and keeping tracks of various labor regulation updates by the Ministry of Labor

Office Administrator
FAD Commercial Services
 Riyadh, Saudi Arabia

February 12, 2007 – January 31, 2009

Duties & Responsibilities:

1. Manages the office administratively.
2. Provides administrative functions and general clerical works.
3. Drafts correspondence in relation to daily business activities.
4. Monitors and prepares purchases, invoices and disbursements
5. Designs and innovate company forms related to the business operation.
6. Coordinates matters with our foreign offices.
7. Screen emails, mail and phone calls

Personnel Head & Officer-In-Charge for Training
Classic Plans, Inc.
 19/F Jollibee Plaza
 Emerald Avenue, Ortigas Center
 Pasig City, Philippines

November 15, 2002–June 30, 2004

Provides general day-to-day Personnel-related support across the organization in relation to all employee records, employee benefits, training and development and performance evaluation

Specifically:

1. Plans, organizes and delivers training, seminars and programs related personality development, soft skills in sales and marketing and product intensive orientation.
2. Manages the day-to-day corporate activities of the Personnel Department.
3. Manages the compensation and benefits program of the company (salaries/wages, incentives, bonuses and commissions).
4. Assists the management in developing compensation and training programs
5. Prepares Letters of Appointments.
6. Prepares licensing reports of new Sales Associates for submission to the Securities and Exchange Commission.
7. Monitors employee's sales production reports for performance evaluation purposes and reward according to the corporate's rewards program
8. Conducts orientation for newly hired employees and sales force and delivers Complete Training Program Seminars (CTPS) to further enhance the selling skills of the entire sales team.

MIS/HR Assistant

October 5, 2001 – September 30, 2002

Primanila Plans, Inc.

20/F Phil-AXA Life Center (Head Office)

Gil Puyat Avenue

Makati City, Philippines

Assists the Admin Manager in both MIS and HR requirements of the organization

Specifically:

1. Reports to the Administrative Manager.
2. Assists the Admin Manager in the management of corporate information related to the operations.
3. Assists the Admin Manager in compensation and benefits administration.
4. Conducts orientation to newly hired personnel (marketing and support staff)
5. Prepares Letter of Appointments and maintains 201 files from top management to rank and file.
6. Prepares licensing reports of new Sales Associates for submission to the Securities and Exchange Commission.

Division Leader

January 5, 2001 to September 30, 2001

Primanila Plans, Inc. (La Union Branch)

5/F Juanita Commercial Building

Quezon Avenue, San Fernando City

La Union, Philippines

Continuously recruits, organizes, trains and develops Sales and Marketing Associates to ensure that target sales and 2objectives of the divisional group are achieved.

Specifically,

1. Organizes and conducts company and product orientation to newly joined sales associates
2. Delegates and monitors divisional quarterly sales target among the sales associates
3. Ensures that sales associates are constantly motivated through regular meeting and sales clinic strategies.
4. Develops personal prospects to support the achievement of the sales target of the divisional group.

5. Attends company-provided seminars and sales trainings to enhance personal abilities
6. Ensures the delivery of divisional target in a given quarter

Sales & Marketing Associate
Primanila Plans, Inc. (La Union Branch)
5/F Juanita Commercial Building
Quezon Avenue, San Fernando City
La Union, Philippines

April 15, 1999 – December 31, 2000

Finds leads, conducts sales presentation, supports existing clients by exercising company sales strategies.

Specifically,

1. Maintains a record of contact information for prospecting purposes.
2. Prequalify prospects according to their needs and financial capability to determine which among the preneed products, that best fit their needs.
3. Conducts survey strategies in different areas of locality for better prospecting approach
4. Presents and demonstrates the various preneed products and services to prospective clients
5. Attends sales clinics and product knowledge seminars conducted by the Unit Manager.
6. Responds to clients concerns whenever it is necessary
7. Ensures that target sales are achieved in every given period of time.

PERSONAL DATA

DOB : 31 December 1976
Civil Status : Single
Nationality : Filipino