

# JANICEMIE MUYCO HERNANDEZ

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## OBJECTIVE

Passionate to be beneficial, accept any challenges and responsibilities to obtain an optimum level of utilization of my skills through consistent hard-work & dedication.

## PERSONAL INFORMATION

Marital Status: Married

Age: 32

Nationality: Filipino

Languages: English, Filipino and moderate spoken Arabic.

## ACADEMIC QUALIFICATIONS

Bachelor of Science in Accountancy	Western Institute of Technology Iloilo City, Philippines (2004-2008)
Secondary	Dingle National High School Iloilo, Philippines (2000-2004)
Primary	Dingle Central Elementary School Iloilo, Philippines ( 1994-2000)

## PROFESSIONAL QUALIFICATIONS

Trainings and Seminars

21 - 23 / 10 / 2014	HRM Summit by Roshcomm ( Driving Performance, Increasing Motivation and Retaining Human Capital) Kingdom of Bahrain
06 / 12 / 2012	Bank Secrecy Act and Anti-Money Laundering Seminar Philippine National Bank

## SKILLS

Fully conversant and proficient in the operation of MS Office (Word, Excel, Powerpoint), Internet and Emails.

## WORK EXPERIENCE

09 / 2015 up to Present    Office Administrator  
Alwardi Construction & Engineering Co.W.L.L. /  
Alwardi Holding Closed BSC Co

- Preparing and sending of LPO's to suppliers and Invoices to Clients
- Preparing of Quotations approved by the CEO and sending it to Clients
- Handling Project documents and disseminating it to the concerned person/ department
- Preparing and sending of inquiry letters or request for quotation to suppliers.
- Handling of all incoming emails/calls and relaying it to the concerned person
- Preparation of business correspondence
- Assisting the Engineer in the preparation of BOQ and other project related documents
- Monitoring of Payables/Receivables
- Looking after day to day office activities
- Handling petty cash / Payroll
- Handling of HR transactions (LMRA, GOSI, recruitment etc.)

07 / 2013 to 07 / 2015

HR Assistant  
Jasmi's Corporation W.L.L.

- Handling of all LMRA related transactions (e.g. new visa application, renewal, cancellation monthly fees etc.)
- Monitoring of visa expiration of employees every month
- Maintenance/monitoring of recruitment database
- Monitoring of passport expiry of employees and scheduling them for appointment in Philippine embassy for renewal
- Coordinating with overseas recruitment agencies for deployment of new employees
- Assisting with the day-to-day efficient operation of the HR department

01 / 2010 to 07 / 2013

Authorizer / Shift Supervisor  
Philippine National Bank

- Handling supervisory works in Phoned-in and online remittance for PNB London and U.S clients
- Doing admin works during End of Day Processing like balancing of all posted transactions, generating of reports and sending out of emails
- Authorizing posted loan payments received from PNB Europe
- Authorizing posted accounting transactions of PNB Europe
- Alternative/back up authorizer in posting of accounting transactions from PNB New York and PNB Los Angeles
- Performs other Supervisory / Officer functions like preparation of Statement of Account and other regular reports for PNB New York
- Supports the Facilitation in Centralized Account Opening Unit as authorizer of account opened transactions

02 / 2009 to 12 / 2010

Transaction Processor  
Philippine National Bank

- Handling of Phoned-in Remittance and inquiries from UK clients
- Processing of remittance transactions and other bank to bank transactions
- Consolidating and balancing of transactions submitted by phoned-in processors
- Generating individual and overall reports
- Posting of transaction entries in the Flexcube System

## REFERENCES

Available upon request.