



DENNIS N. MONTERDE

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Contact

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Eligibility: CSC – Professional

PROFILE SUMMARY

Extremely motivated individual with 10 years administrative experience in diverse office environments. Proficient in a number of related tasks; providing administrative support to executives, performing office and clerical duties and backing-up data entry operators / front desk workers. Strong interpersonal skills with experience in employee mediation and teambuilding. Expert in preparing correspondence, revising documents, distributing mail and maintaining database.

PREVIOUS WORK EXPERIENCE

CONCRETE SOLUTIONS INC.

Mandaue City, Cebu

ADMINISTRATIVE OFFICER II

COMMUNITY RELATION OFFICER

POLLUTION CONTROL OFFICER- CSI HINDANG LEYTE AGGREGATES

(November 13, 2017 – Present)

- Prepares and submit monthly, quarterly and yearly report to Mines and Geosciences Bureau and Environmental Management Bureau.
- Supervise/In-charge for renewal of Annual Discharge Permit, permit to Operate Machineries, Radio License and Electrical Certificate.
- Facilitate Quarterly MMT inspection and MRFC meeting with coordination of MGB, EMB, LGU, NGO and DSAC.
- Program Implementation of the affected Areas in accordance to ASDMP, AEPEP and ASH.
- Supervise regular morning Peptalk, entertain RnFs SSS inquiries, Phil-health, Coop. Safety and check/plot Rank and Files employees DTR and Overtime.
- Supervise regular inspections of the Plant and Office Security, Quarry Site, Nursery, safety signage including canteen and bunkhouse.
- Supervise Utility Boys daily work assignments and their accomplishments.
- Conduct investigation on accident/incident happened in which involves CSI employee, property damages, loss of company property and injuries within the company premises including the quarry site.
- In-charge for clearing of LCT, Barge and Tugboat at the PPA and Phil. Coastguard.
- Process clearance of the terminated and resigned employee including report on AWOL employee.
- Process with proper coordination for RnF and OJT applicants and responsible for the orientation and implementation of the Company policy.
- Safe keep documents confidential and none confidential.
- Facilitate Payroll signing.
- Facilitate Sales and Process Bank Transactions

KOREAN TECHNOLOGY INSTITUTES PHILS INC.

THERMAL VISAYAS ENERGY PROJECT (TVEP)

Bato Looc Toledo City, Cebu

ADMINISTRATIVE STAFF - HUMAN RESOURCE DEPARTMENT

(February 25, 2017 – August 31, 2017)

SKILLS

Analytical and Planning Skill

Attentive to Details

Organization and prioritization skill

Strong Verbal and personal Communication skill

Problem analysis, use of judgment and ability to solve problems efficiently

Adaptability and ability to work under pressure

Computer Proficient: Microsoft Word, Excel, Powerpoint Presentation

TRAININGS AND SEMINARS

International:

"INTEGRATED LOGISTIC TRAINING"

Subang Malaysia

March 16 to March 23 2015

Domestic:

"BASIC HUMANITARIAN

- Screens telephone calls, schedules interviews and conducts Internet research to locate potential job candidates. Also scans resumes, assists with planning new employee orientations, compiles materials and maintains employee database records
- Schedules examinations by coordinating appointments.
- Provides payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing, and analyzing data.
- Maintains employee information by entering and updating employment and status-change data.
- Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Maintains quality service by following organization standards.

WORLD VISION DEVELOPMENT FOUNDATION, Tacloban City, Philippines
Typhoon Haiyan Response
FLEET COORDINATOR/SUPERVISOR / LOGISTICS DEPARTMENT
(January 23, 2014 – September 30, 2016)

- Working with flexibility in having WVI & Hired vehicles ready at any given time with road worthy conditions with check list follow-ups
- Supervise WVI Drivers and Hired Drivers
- Assisting the WVI & Hired vehicles with proper maintenance & repairs and maintaining the hard & soft copy records
- Ensure that all WV drivers been trained on first aid training, GPS training, firefighting training, communication equipment using methods and any other related trainings
- Weekly & monthly monitoring & comparisons of fuel records on WVI & Hired vehicles
- Keeping the tract on dates of expiry of emission tests, revenue license & fleet insurance for all WVI vehicles and were obtained prior to due dates, where all vehicles have no hassle in their operations and could work freely
- Ensure to make necessary payment voucher verifications pertain to hired passenger & commodities, prior to submit for payments
- Assist the Logistic Officer for Outgoing and Incoming shipments
- Provide Logistical Assistance in Transportation for Distribution

WORLD VISION DEVELOPMENT FOUNDATION, Tacloban City, Philippines
ADMINISTRATIVE ASSISTANT/ADMIN DEPARTMENT
(December 14, 2013 – January 22, 2014)

- Supports the office or facilities manager in various administration duties, including facility and general maintenance services.
- Performs basic clerical tasks. Operates standard office equipment. May require computer and data entry skills.
- Performs clerical tasks, such as arranging letters, memoranda, invoices and other indexed documents according to an established system. Operates office equipment and completes general office work. Additional duties may include answering telephones and data entry
- Responsibilities include controlling the incoming and outgoing documentation process and maintaining files and project reports.
- Purchase materials and keep track of all items through Inventory and other log system
- Assist all incoming and outgoing staff in their transportation and accommodation.
- Assist the Admin Manager/Supervisor

LOGISTIC TRAINING"
Royal Suite, Cebu City Philippines April 2014

"RED CROSS FIRST AID TRAINING" Red Cross Tacloban City, Philippines October 24 – 26, 2014

"EFFECTIVE WRITING SKILLS TRAINING"
Hotel Alejandro, Tacloban City Philippines June 23, 2015

"BUILDING STRONGER TEAM TRAINING"
XYZ Hotel Tacloban City, Philippines July 22 – 23, 2016

"WORLD VISION ANTI-CORRUPTION TRAINING SERIES" Patio Victoria, San Jose Tacloban City, Philippines August 12-13, 2015

"LAST MILE LEARNING: ONLINE COURSEWORK"
(Introduction to Financial Management, Internal Control Financial Reporting Financial Planning Accounting Records Financial Management) WV Office, Tacloban City Philippines January 2016

"40 Hour Basic Pollution Control

MANCERAS GROUP OF COMPANIES, Palo Leyte, Philippines
SECRETARY CUM ADMIN ASSISTANT
(September 4, 2013 – November 15, 2013)

- Receive guests and coordinate their meeting with the appropriate person/s in the office
- Print, scan, copy, fax, assemble and file documents
- Answer and route phone calls
- Setup and confirm appointments
- Serve as the Receptionist
- Process incoming and outgoing mail
- Assist in Marketing and special projects
- Prepares Cash Voucher and release Cash
- Releases and monitors outgoing Checks
- Deposit Checks
- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

TEMPS AND STAFFERS INC.
BDO – BRANCH BANKING GROUP Makati City, Philippines
GENERAL CLERK (September 22, 2012 – March 8, 2013)

- Perform clerical work such as filing documents, answering phone calls and assisting Account Officers Prepares Renewal Advices for delivery
- Encodes all outgoing Policies
- Ensure accurate filing in all Transmittal slip and other important document
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, and address complaints.
- Review files, records, and other documents to obtain information to respond to requests.
- Maintain and update filing, inventory, mailing, and database systems

Officer (PCO)
Training” Ormoc
Leyte. February 12-
16, 2018

“6th National
Community Relations
Officers (CRO’s)
Conference” CAP-
John Hay Trade and
Cultural Center,
Camp John Hay
Baguio City.
November 21, 2018

SUPPORT
SERVICE AWARD:
Leader of Initiator
Awardee
Sabin Resort, Ormoc
City Philippines

EDUCATION

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION
Major in Office Management
EASTERN VISAYAS STATE UNIVERISTY
 Tacloban City 2006-2010

- Deans Lister for SY: 2008-2009
- Deans Lister for SY: 2009-2010
- Chief Representative in Supreme Student Government

REFERENCES

ENGR. LUIS S. OLANGO
OIC – Plant Site Supervisor
CSI – Hindang Aggregates
0922-812-5844

JAO JAUCIAN
Support Service Supervisor
World Vision International
0917-582-5282

AYRA MAE TUAZON
Geodetic Engineer I
Mines and Geoscience Bureau RVIII
0917-566-5038

CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief that the information in this bio data are true and correctly describes my qualifications, my experiences and myself.



DENNIS N. MONTERDE