

Sailani S. Ramos

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Cavite City



Objectives: To engage in a career that will allow progress in terms of skills/ expertise and innovation through exposure to new ideas for personal/ professional growth, as well as growth of the company.

Worked History

Dr.Fakhry Al Raijhi Hospital

Position : Human Resources Coordinator

Address : P.O. Box 251 Al Khobar 31952

Duration : March 2014 –October 2016

Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance
Recruits, interviews, tests and selects employees to fill vacant positions
Plans and conducts new employee orientation to foster positive attitude towards company goals
Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting
Trains management in interviewing, hiring, terminations, promotions, performance review, safety.
Advises management in appropriate resolution of employee relations issues
Responds to inquiries regarding policies, procedures and programs.
Administers performance review program to ensure effectiveness, compliance and equity within organization
Administers salary administration program to ensure compliance and equity within organization
Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance
Investigates accidents and prepares reports for insurance carrier
Conducts wage surveys within labor market to determine competitive wage rate
Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separation.
Maintains strict confidentiality of client, company and personnel information.
Demonstrates a strong commitment to the mission and values of the organization.
Adheres to company attendance standards.
Performs other duties as assigned.

Highland Hyatt Plaza

Position: Sales Associate/Cashier /Clerk

Address: Al Waab St.Doha Qatar

Duration: August 2009 -Dec. 2012



Responsibilities Include daily maintenance and recovery:

Merchandising

Replenishing

Displaying and Mannequin dressing if needed

Re-sizing and stock taking

Stock transfer and inventory

Handling Cash Register POS.

Assisting customers

Report and e-mail all concerned issues within the category I covered to my superior as a daily process.

PRESTIGE GLOBAL CO. LTD

Position: Quality Assurance Buyer

Address: Philippine Stocks Exchange West

Tower tektite, Ortigas Business Center

Duration: January 2008 – July 2009

Responsibilities Include:

Checking salesman samples pattern garments and specification sheet from U.S.

Evaluating samples from manufacturing to be send to the U.S based on Quality Standard

Controlling the quality of the manufacturing process assigned and ensuring that it complies with the set of standard.

Implementing the set of policies of the buyer's System and Procedures at all times.

Coordinating with the Production Supervisor, Production Head and Plant Manager on any problem detected during inspection especially those that require immediate action.

Oversee manufacturing process accordance to the standard.

Hold manufacturing process if found out of standard and required further decision of the QA Manager.

Preparing audit reports on daily basis.

Doing extra sewing works if it's required.

PDAC OCEAN SKY

Position: QA Buyer Coordinator

Address: Smpg. 607 Beribe Gadong, Brunei

From: January 2007-Dec. 23, 2007

Responsibilities Include:

Coordinate to all QA and Sales Supervisor, Manager / Dept. Head with regards to all up-coming meetings and other related activities.

Monthly meeting and taking minutes with the management team, and up-dating my superior to the entire task that's assigned to them.

Making reports and plans according to the task given by my superior.

Coordinating all the staffs when it comes of sales activities, season changing, new product information and garments issue.

Making database for all-important people, events, sub-con and other competitor's information.

Walter Garments

Position: Sub-Con Coordinator

Address: Cainta, Rizal Philippines

From: June 18, 2006 – Dec 16, 2006

Responsibilities Include:

Co-ordinate on all team to ensure all information is communicated effectively.

Liaise with pattern makers to ensure samples are made according to client requirements.

Ensure workmanship of samples is technically designed and suitable for bulk manufacturing.

Ensure the usage of materials and trims are estimated reasonably.

Daily checking of sample products as well as the delivery requirements of samples.

Implement the set of policies of the buyer's System and Procedure at all times.

Jati Freedom Textile SDN.BHD

Address: Simpang 15 Jalan Muara Brunei



Position: Buyer QA Coordinator (Textile Dept.)

From: Oct. 18, 2003 – May 16, 2006

Responsibilities Include:

Coordinate and up-date with buyer QC during the ready garments for inspection.

Coordinate with supervisor in terms of the following:

PO's shortages

Quantity checking

Line plan checking for the shipments schedule

Final packing list

Shipping list done for inspection

Prepare monthly reports for all the shipments and other activities.

Weekly meeting with management teams for all up-coming shipments and deliveries.

Formostar Industrial Co. Inc.

Position: Sub –Con Coordinator (Textile Dept.)

Address: 179 Martinez St. Mandaluyon City

From: March 2002 – July 2003

Responsibilities Include:

Checking salesman samples pattern garments.

Evaluating samples from buyer's based on Quality Standard

Controlling the quality of the manufacturing process assigned and ensuring that it complies with the set of standard.

Implementing the set of policies of the buyer's System and Procedures at all times.

Coordinating with the Production Supervisor, Production Head and Plant Manager on any problem detected during inspection especially those that require immediate action

Make a daily production report.

Monitor all the status report from cutting, issuance, sewing, pressing and packing report from all factory/garments/sub contractors visited.

E-mail production status daily to all concerned department.

Training Attended

Polo OWWA Doha Qatar

Course: WEB page DESIGN

Address: Doha Qatar

Duration:Jan.-June 2012

Responsibilities Include:

Creating or editing images and graphics for website use.

Creating templates of approved website layout.

Coding website using HTML design software.

Creating verbal content for the website or using approved content from client.

Posting completed site to Internet server using FTP software.

Making changes to the site directed by client.

Submitting completed site to search engines.



Marikina Training Center

Course: Ticketing

Address: Marikina City, Phils.

Duration: Feb. 2009-Mar.2009

Responsibilities Include:

Decoding the data on tickets to ascertain destination and marking tickets
Answering the queries of the passengers regarding the arrival and departure of the flights
Canvassing and Selling travel insurance policies offered by the company
Making public announcements of the arrival and departure of the flights using public-address system
Handling phone calls and answering to the queries of the customers
Obtaining air tickets for employers, employees and their families
Making arrangements for the accommodation for the guests, employees and employers
Raising LPO depending upon the tickets booked on daily basis

Traders Union Congress of the Phils.

Course: Inbound Call Center Agent

Address: Quezon City, Phils.

Duration: Jan. 2009

General Purpose:

Answer incoming call inquiries, handle complaints, troubleshoot problems and provide information.
Answer calls professionally
Respond to customer inquiries
Research required information using available resources
Provide customers with product and service information
Enter customer information
Process orders, forms and applications
Route calls to appropriate resource
Follow up customer calls where necessary
Complete call logs
Produce call reports

Technological Education and Skills

Development Authority

Course: Computer Technician

Address: Quezon City, Phils.

Duration: Mar. 2008

Responsibilities Include:

Complete assemble of Whole Computer
Troubleshoot hardware, software and network operating system
Connect and set-up hardware

PRU-LIFE UK

Licence Financial Consultant (Variable/Traditional)

FILIPINO HOMES

Partime Real State Agent

Personal Information:

Name:

Sailani Sonon Ramos

Date of Birth:

Oct. 27, 1979

Marital Status:

Married

No. of Children:

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Educational Background:

School:

Polytechnic University of the Philippines

Course:

HRM

Date Graduated:

March 1996

