



JUNAIDA KANSI TING

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ADMINISTRATIVE PROFESSIONAL | CSR COORDINATION | OFFICE MANAGEMENT

PROFESSIONAL SUMMARY

Goal-oriented administrative professional with seven years of experience in a corporate environment. Key strengths include multitasking, implementing Corporate Social Responsibility (CSR) programs, and strong computer proficiency. Recognized for hard work, perseverance, and professional dedication.

PERSONAL INFORMATION

Age: 32 | Date of Birth: October 28, 1992 | Sex: Female | Civil Status: Single
Place of Birth: Lambayong, Sultan Kudarat | Height: 5'5" | Weight: 63 kg | Religion: Islam

EDUCATION

University of Southern Mindanao (2009 - 2013)
Bachelor of Science in Tourism Management

Notre Dame of Pikit, Pikit, North Cotabato (2006 - 2009) -- Secondary Education

Pikit Elementary School, Pikit, North Cotabato (1999 - 2005) -- Primary Education

INTERNSHIP (OJT)

- Triple Star Travel & Tour Agency -- Off-Campus OJT (2012)
- Department of Foreign Affairs, Davao City -- Off-Campus OJT (2013)

TRAININGS & SEMINARS

- Union of Filipino Tourism Educators Congress -- Cavite, Manila (2009)
- The Work of a Flight Attendant -- Cavite, Manila (2009)
- T.G.I.F. Fridays Seminar on Flair & Liquor Mixing -- Metro Manila (2009)
- Comprehensive Tour Guiding Training -- Davao City (2011)
- Empowering Self Toward the Industry -- Davao City (2011)
- Customer Care Enhancement Development Program -- Davao City (2011)

Delinanas Development Corporation (Del Monte Fresh Produce)

Farm Operation Clerk

2014

- Prepared weekly operations reports.
 - Monitored the monthly work plan based on the approved work program.
 - Conducted weekly field visits to evaluate farm workers' performance.
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Receptionist / Assistant / Clerk

2015

- Answered, screened, and forwarded calls; took messages and scheduled appointments.
 - Welcomed visitors and directed them to the appropriate office.
 - Maintained the Director's calendar, confidential files, and expense reports.
 - Coordinated meetings and kept calendars updated.
 - Provided information on office locations, staff, and services.
 - Received, sorted, and distributed mail, packages, and deliveries.
 - Processed check issuances and transmittals for landowners.
 - Forwarded approved billings to Finance (Smart, Fleet Card, PLDT, Bayantel, Globe).
 - Handled expatriate and staff-house concerns.
 - Arranged hotel bookings and accommodation for employees.
 - Managed the copier and monitored maintenance.
 - Facilitated documents requiring the Director's signature.
 - Coordinated document transfers between office and farms.
 - Managed admin and office supplies, including inventory.
 - Reserved conference rooms and supported meetings and events.
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External Relations Coordinator

2021

- Assisted the CSR Team Leader in implementing the 5 Pillars of CSR programs farm-wide.
 - Created ESB reports and monitored company staff houses.
 - Assisted Land Lease with local-dialect translation for landowners.
 - Coordinated with Land Lease on landowner concerns.
 - Prepared monthly Statements of Account (SOA) for Tacurong staff house and office.
 - Maintained inventory and updated staff-house occupancy records.
 - Managed monthly donations for LGU DAS.
 - Supported Security with monthly requests for DAS military supplies, food allowance, and salaries.
 - Served as Administrative In-Charge of the DDC Tacurong Office.
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