**Theresa**

[**Theresa.151132@2freemail.com**](mailto:Theresa.151132@2freemail.com)

**CAREER SUMMARY**

HR Professional experienced in HR strategy and development, employee relations, employee development and resourcing. Expertise in recruitment. A talent for analyzing problems, simplifying procedures and educating staff for policy compliance. Proven ability to motivate and work effectively with persons from other cultures at all levels. Outstanding productivity in HR report generation and expert in administration coordination.

**Career History in UAE**

**AMASSI Foodstuff Services & Restaurant Management Company**

*Industrial 13, Sharjah*

**HR Manager – Part Time (January 2016 to present)**

* Develops and implements company standard policies and procedures such as sickness and annual leave, accommodation policy, disciplinary and terminations, and introduced new standard operating procedures to bring order and eventually to reduce count of warning letter issuance.
* Manages the in-house recruitment and selection process which developed 80% of the company’s current workforce.
* Creates offer letter, designs job descriptions, and negotiates salary to improve on manpower overhead budget.
* Designs HR forms such as Leave Form, Interview Sheet, NOC, Attendance Form, Payroll sheets, and others. and manages personal files.
* Administers the compensation structures and evaluation of competitive pay practices, and handles the payroll functions.
* Ensures that all department heads submit weekly progress report to General Manager
* Assists the Operations Manager in creating organizational and program budgets, and other miscellaneous tasks.

**Danaher Corporation (Fortune 200 Company, NYSE listed)**

*HR & Operations, Dubai HealthCare City, Dubai*

**HR & Office Operations (October 2012- April 2015)**

* Designs and develops the HR database system of employees based on the Middle East region which eventually reduced HR and Finance work time by 30% in terms of HR and payroll reports generation.
* Manages the PRO functions on the online visa application/cancellation/transfer to TECOM Authority and oversees the visa quota addition requests.
* Administers employment contract preparation and acceptance, on-boarding process to new employees and designs/manages filing system for each staff.
* Controls the staff’s database on group health insurance in UAE and in KSA to ensure accuracy of staff and dependents’ list for timely payment and renewal purposes.
* Manages petty cash, facility management, and meeting room booking system
* Handles invoice management, and supervises inventory of stationary and kitchen supplies
* Initiates the online courier service process (FedEx and DHL) which replaced manual request and reducing 40% amount of time in shipment requests.
* Pilots the company newsletter and in-charge of its layout and circulation. This newsletter began bringing each other closer by being aware of each other’s activities and knowing other staff personally, which also in turn started to appreciate HR better.

**Emirates Airlines**

*Human Resources, EK Group Headquarters, Dubai*

**HR Officer – Business Support (June 2007 –August 2012)**

* Provides HR advisory and support services to the IT business of the Group where we are available 100% of our time dedicated only to achieve their business goals and objectives.
* Leads the induction briefing of new joiners at all levels and shows 60% of HR’s most sought information through online systems. Follows up after 3 months on performance management system, their general orientation and settling into the organization.
* Conducts various workshops to provide practical tips on utilizing different performance management tools to managers and supervisors which gives 80% success on handling performance and on assigning objective ratings in the system.
* Outlines and delivers comprehensive quarterly reports which includes trend analysis on attendance, performance appraisals, training and development, compensation, leavers and joiners where this presents as a benchmark in creating HR reports.
* Engages in employee relations such as running regular focus group, and advisory services on manpower planning, organizational structures and employee development. Received company recognition after providing complete admin requirements during the redundancy program in IT.
* Organizes all exit interviews and leaver system updated in a manner that the process is seamless and effective.

**HR Coordinator –Recruitment (March 2005 – June 2007)**

* Provides comprehensive administrative and recruitment support on manpower needs at Dubai airport which covers DNATA and Emirates ground staff in Terminals 1 and 2.

**Career History (Philippines)**

**SEAMEO Southeast Asia Regional Centre for Graduate Study and Research in Agriculture (SEARCA)**

*Human Resources Department, Philippines*

**Secretary to the Director General (February 1999 to February 2005)**

* Effectively provides all personnel administration and secretarial support to the office of the Director General.
* Designs and manages database for the Director’s VIP contacts which saves considerable amount of time in searching of contacts and sending of invites.
* Maintains and updates calendar appointments which includes flight bookings and hotel reservations.

**Senior HR Assistant (September 1998 to December 1998)**

* Organizes the recruitment and placement process which includes test administration and interpretation of results, preparation of applicants’ profile, arrangement of interviews and preparation of employment contracts.
* Manages the benefits administration such as insurance payments and statutory benefits where a good rapport with government agencies had been a great help to fast track company’s requests.
* Monitors and controls record of employees and leave management.
* Conducts seminar-workshops and other awareness/motivational activities.
* Creates and updates job descriptions.
* Assists in the setting up and maintenance of Human Resource database.

**Swift Foods, Inc. Meat Division, RFM Corporation**

*Personnel Office, Philippines*

**Senior Recruitment Assistant (January 1997 to July 1998)**

* Directs the recruitment activities in the meat manufacturing plant to fill vacancies and replacements for both regular and contractual employees.
* Administers psychological tests and assessments, and behavioral interviews to qualified candidates ranging from rank and file to managerial level.
* Leads the weekly induction briefing and plant tour program for new joiners and oversees the regular orientation for hundreds of newly hired contractual employees.

**International Rice Research Institute (IRRI)**

*Human Resource Development, Philippines*

**Recruitment Assistant (February 1991 to December 1996)**

* Responsible for carrying out day-to-day activities in recruitment, selection and hiring in a multicultural research and training environment and achieved effective recruitment results in terms of less turnover rates when moved to Recruitment.
* Trained to conduct psychological assessments, interpretation and report preparation of pre-employment tests.

**Educational Background**

* Attained Bachelor of Science Degree in Applied Mathematics from University of the Philippines at Los Banos, Philippines in the year 1990
* Obtained Certificate in Recruitment-Selection-Placement from Jose Rizal College, Mandaluyong City, Philippines in 1994 (partial study towards Masteral degree in Human Resources Management) on a company sponsorship

**SKILLS**

Computer Literacy: Word Processing- MS Word; Database Management – MS Access, MS Excel, MS Outlook; Graphics – MS PowerPoint, MS Visio, MS Publisher

Knowledge on ORACLE and ERP systems and SharePoint administration

Excellent in interviewing skills

Proficient in office management