**PERSONAL SUMMARY & CAREER OBJECTIVE**

A capable and self-starter Office and HR Administrator who possess high levels of accuracy and attention to detail, good organizational abilities, and is able to perform well in a fast paced, demanding environment. Her work experience gave her various administrative roles coupled with good PC skills and the ability to communicate confidently at all levels. Apart from being immediately available, she also have a strong background in handling Human Resources jobs in Recruitment, Payroll, Timekeeping, Leaves monitoring and computation of final pay for separated employees. Right now, she is looking for a key support role where she will be responsible for the Administrative processes within an exciting company that is committed to excellence.

**KEY COMPETENCIES AND SKILLS:**

* + - * Highly efficient in the use of Lotus notes, Microsoft Outlook, Excel, Word and Power point.
      * Act as Site HR and work collaboratively with Operation and General Managers from handled department.
      * Able to use office equipment like copiers, fax’s, scanners, printers, computers and office software.
      * Have experience with administration of HR Roles in Recruitment, Timekeeping and Payroll duties.
      * Experience and knowledge in HR Software such as ERP, Oracle, CCMS, People soft.
      * Having a strong work ethic, displaying self-discipline and proving ability to multi-task under pressure.
      * Basic knowledge in UAE Labor Laws.
      * Taking prompt, decisive and corrective action to rectify any short comings.
      * Accuracy and thoroughness to details.
      * Proven ability to work collaboratively within a team as well as independently.
      * Willing to be accountable, liable, & answerable for actions & decisions
* Ability to write clear, comprehensive and grammatically correct documents.
  + - * Quickly learn about new in house database systems.

**WORK EXPERIENCE**

**Integreon Managed Solutions (Philippines)**

SiteHR Admin – Legal Department *(1,500 employees)*

Functions and Duties:

**ADMINISTRATIVE:**

* + - * Organize the set-up of all Office meetings
      * Distributed pay slips on a weekly basis.
      * Answering incoming calls in a professional manner.
      * Updating databases with confidential and relevant information.
      * Coordinating and communicating activities for the Office, including all employee events.
      * Facilitates changes of employee records in system.

**HUMAN RESOURCES :**

*Recruitment*

* + - * Does recruitment cycle from sourcing, resume evaluation, interviewing, and background checking to short listing of

qualified candidates.

* + - * Advertise job openings through internet and networking; screen referred and internet applicants using the preferred qualifications for the position.
      * Conduct telephone interview to applicants and schedule pre-qualified applicants for one-on-one interview.
      * Ensure that sourcing channels are utilized effectively and efficiently
      * Sourcing candidates C.V’s from various job boards or other media sources.

*Timekeeping*

* + - * Review and manage all employee leave applications/concerns: monitor leave balances, validate and process filed Leaves of employees (Vacation leave/Sick leave/Emergency leave/Special leaves)
      * Point of contact for Timekeeping: uploading of attendance every payroll cut-off in timekeeping tool.
      * Monitoring of approved/disapproved leaves every payroll cycle.

*Payroll*

* + - * Process the PAYROLL ATM application forms for the creation of account numbers of newly hired associates
      * Provides support for the Payroll processing with the submitted timesheets/attendance for all employees.
      * Validates and respond to payroll inquiries from Managers and employees being handled.

*Offboarding*

* + - * Receive resignation letters from Operation Managers
      * Process and compute the separation pay
      * Release of separation pay

*Employee record*

* + - * Administer and maintain company Medical, Life & Accident Insurance (enrollment/updating/deletion/validation).
      * Provide certificates requested by Managers/Employees
      * Attend and Facilitate the New Hire Orientation for the Compensation and Benefits presentation
      * Perform such other duties that may be assigned to us from time to time

**Teleperformance Inc.**

**HR Specialist –** *(2,500 employees)*

Functions and Duties:

* + - * Utilizes CCMS (Oracle) to organize, manage and analyze compensation, timekeeping, and client performance.
      * Administer changes in compensation and reasons therefore concurrent to employee movement

(Annual appraisal, Transfer of account, Inclusion of Allowance which varies per account)

* + - * Timekeeping; monitor leave balances, validate and process filed Leaves of employees (Sick leave/Emergency/Special leaves)
      * Contract monitoring and releasing for the handled sites.
      * Handle transfer of employees and reports changes in compensation and location
      * Prepare Personnel Change Notice due to transfer and Annual Appraisal
      * Provide timely feedback with employees' inquiry/concern through TPLINK.
      * Assist employees in the availment of benefits (forms and documents required)
      * Provide certificate of remittances
      * Create personnel records (201 files) for new employees
      * Maintain and update employees' personnel (201) records
      * Provide support and assistance to all employee concerns through email and walk-ins.
      * Clearance process- provide and receive Clearance form; Track and endorse ECF to Payroll.
      * Receive and track Failed Training and Non-regularization Reports from Operations.
      * Prepare and send Termination Notices due to AWOL, Failed Training and Non-regularization.
      * Prepare and demonstrate monthly report for Offboarding, Clearance and AWOL process.

**EDUCATIONAL BACKGROUND**

College Degree : ***Graduated* *March* *2012***

Field of Study : ***Bachelor of Science***

Major : ***Psychology***

Institution/College : ***Adamson University***



**Gulfjobseeker.com CV No:** **1505322**