Marigrace

Marigrace.261226@2freemail.com

**Summary**

Certified Human Resources Professional with extensive employee relations experience in a full range of functions, as well as success in simultaneously managing multiple projects.

**Highlights**

Compensation/payroll   Employee relations Employment and Labor Law (expressly in UAE) Personnel records maintenance Affirmative Action compliance New hire orientationCustomer Relations and General Administration

**Accomplishment**

Revamped the orientation process for all new hires, which was implemented company-wide.

Audited an HRIS database and received special recognition with a “Thank You Award.”

Designed a standard exit process and interview survey that was implemented permanently. Helping the company not to penalized about Employee Policy Procedures in the Project.

**Experience**

Human Resources Officer

Explained human resources policies and procedures to all employees.

Conducted telephone and onsite exit interviews for all employees.

Selected and interviewed candidates for all available positions.

Assessed employee performance and issued disciplinary notices.

Managed over 500 personnel files according to policy and federal and UAE law and regulations.

Generated employee tracking reports each month.

Offered consistent payroll disbursement with accurate record keeping of employee PTO

Completed payroll processing from start to finish for more than 500 employees. and vacation

accruals.

Resolved personnel issues regarding human resources matters needing

clarification, submissions and corrections.

Partnered with the IT department to create a streamlined onboarding process for new hires.

Supporting Line Manager's in HR work related matters

Point of contact for all HR matters, responding to personnel, conflict and salary queries

Assist with performance management

Talent Acquisition Specialist

Reliance Resources Corporation Philippines

For Clients:

Acquiring new clients through business development both on the phone and in person.

Developing long-term and trusted relationships with clients.

Consulting on client resourcing briefs and communicating details to relevant candidates.

Developing and implementing short and long term recruitment campaigns on behalf of clients.

Managing the recruitment process end to end.

Candidates:

Providing general career advice and guidance

Identifying and educating candidates on current opportunities

Briefing candidates on suitable roles and preparing candidates for client interview
Marketing roles and Walters services to both new and existing candidates

**Education**

Bachelor of Science, Business Administration (BSBA-Mar 2002)

STA ISABEL COLLEGE –

 **Training/Seminar**

**9th Monitoring Evaluation Programs and Projects**

May 15-19, 2006, Institute for Small Scale Industries, University of the Philippine,

**Introduction to Human Resources Development**

February 4-5, 2006, University Hotel, University of the Philippine,

**Business Writing Course**

March 14, 2002, School of Labor and Industrial Relations, University of the Philippines,

**Language**

Fluent in English \*Tagalog as a native speaker

**Additional information**

Personal Information Gender: Female Marital Status: Single Date of Graduation: 2002

**SKILLS**

Coaching, consultation, Contracts, Customer Relations, documentation, employee relations, Fluent in English, ERP, filing, Human Resources, HR, Inspects, insurance, inventory, Law, Managing, oracle, organizing, Payroll, personnel, policies, policy development, processes, procurement,  Quality Management, Recruitment, People skills: great bedside manner, enthusiastic people person, advanced problem-solving, great organizational skills