**First Name of Application CV No 1621008**

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Career Objective:

To obtain a position that corresponds my skills and interests.

Work Experience:

Jan. 01, 2013 – February 29, 2016 Human Resources Supervisor

SM Mart, Inc. – Cubao

Duties and Responsibilities (Timekeeping)

* Responsible for assisting the Human Resources Manager in the over-all supervision of personnel assigned in his department
* Orients new employees on the job duties store/department/section procedures
* Assists in counselling and motivating employees in order to maintain high morale and discipline
* Trains employees on the job and recommends appropriate training for existing/ potential subordinates
* Evaluates performance of subordinates
* Prepares work schedule and re-shuffling / sliding of personnel in his section
* Prepares personnel schedule in consonance with the guidelines of operations
* Checks attendance of subordinates and prepares violation report whenever necessary
* Ensures compliance to policies on proper work uniforms
* Maintain open communication lines to foster positive attitude towards Company goals
* Supervises and reviews preparation of attendance summary for purposes of payroll, allowances and other incentive schemes
* Ensures timely and processing of performance appraisals
* Prepares payroll adjustments reports every cut-off period for submission to Human Resources Manager
* Attends to payroll complaints
* Maintains records, files, reports and other documents pertaining to wage and salary administration and ensures safekeeping, confidentiality and easy retrieval of the same
* Reviews computation and processing of SCRF, Terminal and/or Gratuity Pay
* Monitors payroll budget of the branch
* Assists in the implementation of safety and security control measures in consonance with corporate safety and security standards which include safety of employees, safety of visitors, customers, etc., security against material, financial/financial loss/pilferage, fire prevention for the building
* Supports management decisions, requirements and expectations
* Ensures proper housekeeping, maintenance and use of facilities/equipment in the department/section
* Performs other related functions that may be assigned by the Human Resources Manager from time to time
* Responsible for daily processing of attendance
* Processing of executive, confidential and regular payroll
* Checking of Daily Time Record / Time cards
* Conducts self-audit of Individual Attendance Record for SL/VL encashment
* Preparation of Timekeeping-related reports such as Absenteeism, Payroll Variance Report and HR Statistics

July 22, 2008 – Dec. 31, 2012 Human Resources Assistant

SM Mart, Inc. – Cubao

Duties and Responsibilities (Employee Relations & Recruitment)

* + - * + Responsible for providing assistance and services in the implementation of company policies in the areas of Human Resources such as Employee Relations and Records Management and Information System
        + Ensures that Incident/Violation Report (I/VRs) are properly recorded prior to endorsement to HR Manager
        + Prepares the necessary documents relative to the investigation in relation to the incident/violation committed
        + Facilitates schedule of administrative investigation meeting
        + Prepares Administrative Investigation Report for endorsement to concerned Division/Department Head
        + Conducts initial screening and interview of applicants for rank and file position in accordance with company standards
        + Ensures completeness of pre-employment requirements and checks validity of documents
        + Schedules orientation for new employees
        + Ensures that employment-related forms are properly accomplished and submitted by newly hired employees
        + Prepares employment contract and corresponding 201 file
        + Assists in the deployment of newly hired employees
        + Ensures an effective recruitment monitoring system and submits periodic reports
        + Participates in manpower sourcing activities sponsored by government, private organizations, and schools/universities

Education:

2005-2008 Graduate, May 2008

BS Computer Science

Far Eastern University-FERN College, Diliman, Quezon City

2001-2005 Graduate, March 2005

High School

Siena College of San Jose, City of SJDM, Bulacan

1995-2001 Graduate, March 2001

Grade School

Siena College of San Jose, City of SJDM, Bulacan

Trainings and Seminars Attended:

November 11-12, 2010 “FWCOMPHIL Evaluation and Planning Workshop”

Hotel Kimberly, Tagaytay City

August 17-18, 2010 “Lotus Freelance Graphics”

SM Learning Center, Cubao, QC

December 15, 2009 “Oracle HRMS Orientation”

SM Corporate Office, Pasay City

April 20-21, 2009 “Presenting with Impact”

SM Training Center, Cubao, QC

January-April 2008 “On-the-job training”

Land Bank of the Philippines

Skills:

* Computer literate (Microsoft Office)
* Knowledgeable in Prime System, iTime System, Oracle and CHRIS Program