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| **RONALD**  *ISPS, CSP, CSMS, PHR*  E-mail Add: [Ronald.275063@2freemail.com](mailto:Ronald.275063@2freemail.com) | | | | |  |
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| **PROFESIONAL PROFILE** | | | | | |
| *Value Proposition*  Bringing balance and simplicity to Human Resources processes. I create a competitive advantage for the business that is reflected in the bottom line.  Creative and innovative thinker with effective human resources management and goal setting abilities combine with superior leadership, team building, communication, interpersonal, and presentation skills. Self-motivated with the ability to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities; and adapt readily to new challenges.  Proactive in anticipating problems and active in fixing things that break. I attract and retain a highly skilled and motivated workforce by implementing innovative and cost-saving programs.  *Leadership*   * Employee Relations: Balance the company’s best interest with the employee’s needs to achieve business goals. Implement best management practices to maintain high morale in multinational and multisite businesses. * Staffing: Identify and define high-quality candidates in a tight job market and reduce cost per hire and turnaround time. Manage succession planning and employee development programs to build for the future and retain top talent. * Executive Coaching: Coach senior management to develop and communicate new strategy for continuous improvement and organizational effectiveness. * Organizational Development: Integrate cost-functional teams to change corporate culture and define common vision of success. Drive change targeted and strategic growth. * Benefits and Compensation: Develop and implement benefits and compensation program that provide strong ROI. * Labor Law: Apply the state’s employment law to ensure compliance with regulations and minimize company’s legal liability. | | | | | |
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| **AREAS OF EXPERTISE** | | | | | |
| * Human resource strategy, objectives, policies, programs. * Employee and management training. * Job classification. * Succession planning, management practices and programs. * Domestic and international recruitment, testing and staffing needs. * Facility management. * HSE management * Employee relations programs. * Policy assessment. * Compensation and benefits designs and implementation. * Performance management. * Security and risk management. | | | | | |
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| **PERSONAL ABILITIES** | | | | | |
| * *Service delivery and information* - Managing HR information professionally. * *Organization design* – Managing structural change and ensuring the organization is appropriately designed. * *Organization development* - Ensuring the organization’s workforce, culture, values and environment will enable it to meet goals and perform well in the future. * *Resourcing and talent planning* - Making sure the organization attracts people who will give it an edge. Managing a workforce with the balance of skills needed to meet short and long-term ambitions. * *Learning and talent development* – Making sure that people at all levels of the organization have the skills needed to contribute to the organization’s success, and that they are motivated to grow and learn. * *Performance and reward* –Making sure that reward systems, principally pay and benefits are fair and cost-effective. Ensuring critical skills, experience and performances are rewarded. * *Employee engagement* –Supporting employees in maintaining a positive connection with their work, colleagues and the broader organization, with a particular focus on good relationships between staff  and their line managers. * *Employee relations* - Ensure that the relationship between the organization and staff is managed within a clear and appropriate framework. **P**   **ERIENCE** | | | | | |
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| **PROFESSIONAL ACHIEVEMENTS AND EXPERTISE** | | | | | |
| **ARABIAN PIPELINE & SERVICES CO. LTD**.  Jubail, KSA | | | June 03, 2013 - Present | | |
| **HR/ORGANIZATIONAL DEVELOPMENT - SUPERVISOR**  Works with the HR Manager in development of a strategic method of workforce planning and management. Responsible for all aspect of human resources and organizational development to include personnel policies and procedures, compensation, employee welfare/benefits, training and development, performance management and succession planning.   * Wrote new policies and procedural manuals detailing comprehensive policies and procedures for employees that reduced training time and improved efficiency and consistency. * Authored the company Business Code of Ethics and Conduct. * Authored and designed the first Company’s Employee Handbook * Improved employee morale and reduced turnover by developing a procedural manual committee of employees to draft and have input into departmental procedures. * Simplified performance evaluation processes to achieve organizational business goals. * Improve employee satisfaction 25% by implementing organizational-wide 360- degree feedback process to identify and correct problem areas. * Established an open channel of communication enabling employees quick and easy access to information such as Benefits, Training and Development and opportunities to career advancement. | | | | | |
| **STAR SPECIAL CORPORATE SECURITY MANAGEMENT, INC.**  Manila, Philippines | | | August 07, 2009 – March 20, 2013 | | |
| **HR/Training & Development Manager**  Overall responsible for the recruitment policies of the company and welfare of the employees for more that 2,000. Manages the information held on the HR Database and personnel files to ensure it is updated in a timely and accurate manner. Serves as the functional expert in matters of employment and labor law and ensure compliance/adherence to all applicable employment laws.   * Streamlined recruitment process and project managed recruitment of over 200 staff in multiple disciplines for commencement of anew contract. * Devised a comprehensive succession planning and leadership development program. * Strengthened relationships with functional departments, making HR a strategic partner in process development, staffing, and employee relations. * Collaborated with senior staff to manage the post-merger integration of two new developed sister companies. Streamlined and redefined workflow, roles and responsibilities, and compensation/pay practices. Restored employee confidence and trust, overcoming resistance to change as employees moved to other private corporation. Persuaded key contributors to stay with the organization. * Designed and develop a job-specific and goal-based performance management. Trained and advised management staff on how to apply the new program. * Implement annual survey that became an integral part of the company culture. Survey feedback resulted in actionable plans that contributed to the overall growth and success of the company. * Eliminated company liability to lawsuits by creating policies and culture resulting in fair and lawful work environment adhering to Philippine employment law, saving company multiple legal actions and expenses. * Provided leadership, mentorship, applicable training and overall guidance for 38 instructors resulting in a consistent yearly increased in the overall graduation rate in the corporate owned training center. * Implemented 5 new course management plan to effectively update and control the quality of instructions being taught to students/participants attending the course and effectively trained 20 instructors on these plans. | | | | | |
| **INFOSEC TRAINING CENTER**  Mandaluyong City Philippines | | | June 12, 2010 - Present | | |
| **PRESIDENT/TRAINING DIRECTOR**  Responsible for creating and implementing training programs for the family owned business. Overseeing the development of careers. Set performance metrics and evaluate productivity.   * Developed relationships with internal key stakeholders to ensure sponsorship of programs and alignment with current business needs. * Achieved success in development of students/participants and enhancing their skills resulting into increase in productivity of their respective company. * Earned Top Performer Award by TECHNICAL EDUCATION and SKILLS DEVELOPMENT AUTHORITY (TESDA) for streamlining Leadership Development Programs, enabling over-delivery on formerly unattainable goal of 500 graduates annually. | | | | | |
| * Earned recognition from the PHILIPPINE NATIONAL POLICE – SECURITY AGENCIES AND GUARD SUPERVISION DIVISION (PNP-SAGSD) for dedication and excellence in promoting Leadership Competency Program for all Government and Private Internal Security (IS). | | | | | |
| **SPEARHEAD WORLDWIDE DISTRIBUTION**  San Juan, Metro Manila, Philippines | | | July 01, 2006 – July 15, 2009 | | |
| **HR and ADMINISTRATION MANAGER**  Earned merited promotion based on strong performance, productivity improvements and implementation of company policies and procedures. Supported organization culture by applying expert skills in employee relations, recruitment and retention, organizational development, performance management, succession planning, policies development and implementation, workplace initiatives, inclusion and diversity. Provided HR management to a location with 1,300 employees while reporting directly to Senior Vice President of Human Resources.   * Handed selected by the Chairman of Board of Directors and promoted to HR and Administration Manager among 15 highly qualified candidates throughout the nationwide branches to significantly exceeded expectations. * Established and maintained proper structures and processes to track time and attendance, vacations and other activities resulting in efficiency gains of 30%. * Provided human resources services and support to managers and division heads, assisting them to achieve divisional goals and objectives through strategic people management. * Created training programs to develop employees to meet both core and job competency gaps. * Strengthened company’s presence while driving improved recruiting approaches designed to retain key managers and employees. * Directed the Affirmative Action Program, which resulted in no adverse impact of personnel activities including applicant/new hires, promotions, transfers, demotions, and terminations. * Aligned individual objectives with organizational priorities through the development of a performance management system and employee recognition program that resulted in increased productivity and employee retention. * Envisioned smart solutions and executed strategies to decrease company legal expenses by Php 70,000.00 by reducing reliance on legal counsel to resolve claims. | | | | | |
| **BRIGHT HERITAGE GROUP OF COMPANIES**  Olongapo City, Philippines | | | February 16, 2004 – June 10, 2006 | | |
| **HR MANAGER**  Accountable for the provision of high-level human resource management. Managed HR programs including Benefits, Staff Recruiting, Policies/Procedures and Employee Relations.   * Authored company’s employee handbook outlining payroll, background checks, benefits, company policies, breaks, vacation, and performance expectations for exempt and non-exempt employees. * Orchestrated daily HR functions supporting 1,500 employees with 12 HR staff and serve as the HR business partner to the Sales and Marketing Senior Vice President and the leadership team of this high growth business unit. * Improve employee workflow productivity by 15% by creating successful merger and acquisition assimilations using effective organization design, change management and recruitment strategies. * Refined salary systems for all levels of employees with compensation programs that include stock options, stock savings plan, bonus plans and Employee Retirement Plan. * Liaised effectively with sales staff pertaining to customer credit and service issues. | | | | | |
| * Optimized administrative procedures by sourcing, procuring and implementing automated time and attendance system resulting in 30% process improvement. | | | | | |
| **AL SORAYAI MANUFACTURING**  Riyadh, KSA | | | December 07, 2002 –  February 02, 2004 | | |
| **HR & ADMINISTRATION SUPERVISOR**  Supervises human resources programs and policies including staffing, compensation, benefits, visa/ card processing, employee relations, training, and health and safety programs.   * Contributes to the successful administration of Human Resource function by overseeing benefits, Leave of Absence, Workers Compensation and HR System. * Upgraded talent by strong recruiting and employee referral system. Eliminated unwanted voluntary attrition. * Co-Author in developing company policies that improves human resources related programs. * Developed office procedures and practices to senior management. Ensures that approved office policies, practices and procedures are understood and followed. * Redesigned Tracks office or program expenditures by recording expenses, alerting the supervisor to budget overruns and unusual expenses and authorizing purchases. Maintains a variety of financial records such as petty cash fund, purchase orders and cheque requisitions. Provides input into budget formulation. | | | | | |
| **JARDINE DISTRIBUTION PHILS.**  Makati City, Philippines | | | May 4, 2000 - November 27, 2002 | | |
| **ASST. HR MANAGER**  Performs a variety of technical and administrative duties relating to personnel functions including the areas of employment recruitment, workers compensation, benefits administration, classification and compensation, employee relations, and liability claims; processes, policies, and procedures; coordinates activities related to area of assignment.   * Designed and implemented a region-wide recruitment, behavior-based interviewing and skill matching procedure designed to reduce new employee turnover, which resulted in a decreased in turnover of 20% throughout the organization. * Build productive, collaborative relationships with employees, and HR business partners. * Successfully introduced new absence management process leading to a 10% improvement in attendance. * Delivered Line Management training to 50 first line managers. * Demonstrated excellent abilities in customer orientation by assisting the marketing department in promotional activities and campaigns. * Introduced a user-friendly electronic filing system, which reduced the file retrieval time by 30%. * Attained the title of Best Employee in 2004 following excellent customer feedback for providing outstanding tier one service. | | | | | |
| **JOLLIBEE FOODS CORPORATION**  Ortigas Center, Pasig City, Philippines | | | August 10, 1998 – April 16, 2000 | | |
| **HR Assistant**  Manages the effective operational assessment acumen endeavored at managing the logistics of new hire employee orientation and support.   * Brought company’s HR policies into 100% compliance with standardized human resource protocols. * Recognized for high level of success in carrying out induction programs. * Developed a series of successfully interactive orientation programs for the benefit of training new hires. * Received two excellent performance evaluation quoting “Exceed Job Expectations”. | | | | | |
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| **SPECIAL COURSES/SEMINARS ATTENDED** | | | | | |
| February 16 – 20, 2011  **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)**  Philippines | | **COMPETENCY BASED HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**  The course is for human resource practitioners who wish to understand the fundamentals of creating competencies and their applications in various human resource functions | | | |
| June 12– 18, 2011  **ASIAN INSTITUTE OF MANAGEMENT**  Philippines | | **PROFESSIONAL IN HUMAN RESOURCES**  To develop the knowledge, methods and skills necessary to meet the human resource challenges of the changing workplace and workforce. | | | |
| September 13 – 16, 2010  **AIM GLOBAL TRAINING INSTITUTE**  Philippines | | **LEADERSHIP AND MANAGEMENT TRAINING**  To enhance competencies in leading, managing, project management monitoring and evaluation. | | | |
| May 10 – 13, 2009  **ASIAN INSTITUTE OF MANAGEMENT**  Philippines | | **SERVICE QUALITY MANAGEMENT**  Help ensure key business objectives are achieved and learn the most effective and business-focused strategies for implementing, documenting and auditing quality management system enable management to: Improve internal efficiency, Boost customer confidence, Increase staff morale and productivity, Identify system problems, Recognize new ways to solve problems, and Encourage and improve staff performance. | | | |
| June 01, 2008  **BUREAU OF INTERNAL REVENUE (BIR)**  Philippines | | **TAX RULING AND LEGAL MATTERS**  Provides the related reference section of the Tax Code of 1997, or the Relevant tax provision of any other special law. | | | |
| March 15, 2006  **NATIONAL LABOR RELATIONS COMMISSION (NLRC)**  Philippines | | **LABOR MANAGEMENT RELATIONS**  To provide an adequate administrative machinery for the expeditious settlement of labor or industrial dispute and to ensure the participation of workers in decision and policy-making process affecting their rights, duties and welfare. | | | |
| July 17 – 22, 2004  **PHILIPPINE NATIONAL POLICE - SECURITY AGENCY AND GUARDS SUPERVISION DIVISION**  **(PNP-SAGSD)**  Philippines | | **CERTIFIED SECURITY MANAGEMENT SPECIALIST (CSMS)**  Improve the quality and effectiveness of managing a successful safety and security program and demonstrate an understanding of leaning how to target and eliminate those exposures and risks that are causing the organization’s losses. | | | |
| January 22 – 25, 2003  **DEPARTMENT OF TRANSPORTATION AND COMMUNICATION (DOTC)**  Philippines | | **INTERNATIONAL SHIP AND PORT FACILITY SECURITY (ISPS)**  To establish an international framework involving co-operation between Contracting Governments, Government agencies, | | | |
| local administrations and the shipping and port industries to detect/assess security threats and take preventive measures against security incidents affecting ships or port facilities used in international trade. | | | |
| July 07 – 15, 2003  **PHILIPPINE SOCIETY FOR INDUSTRIAL SECURITY (PSIS)**  Philippines | | **CERTIFIED SECURITY PROFESSIONAL (CSP)**  To enhance and advance the knowledge and skills in the field of security and the commitment to make security a priority and a way of life by seeking to achieve continuous improvements in the quality of security services, fostering relationships to increase security awareness and responsibility and adhering to the ideals of integrity and professional conduct. | | | |
| September13 – 15, 2002  **DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)**  Philippines | | **UNFAIR LABOR PRACTICE –LABOR CODE OF THE PHILIPPINES**  Increase awareness regarding offenses committed by the employer or labor organization that violates the constitutional right of workers. ULP ac are inimical to the legitimate interest of both labor and management, disrupt industrial peace and hinder the promotion of healthy and stable labor-management relations. (Article 248 of the Labor Code) | | | |
| November 15 - 22, 2001  **OCCUPATIONAL SAFETY AND HEALTH CENTER (OSHC)**  Philippines | | **NATIONAL PLAN ON WORK SAFETY AND HEALTH**  Support and implement the vision goals, and strategies of the Medium Term National Occupational Safety and Health Plan as an integral part of the Philippine Medium Term Development Plan and with the support of the concerned stakeholders in the Philippines and its international partners. | | | |
| June 14-16, 2000  **DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)**  Philippines | | **COLLECTIVE BARGAINING AGREEMENT (CBA)**  Awareness in the application for registration of a Collective Bargaining Agreement complies with the Rules on CBA registration specifically Rule XVII of the Department Order No. 40R03 or the Rules amending the Implementing Rules of Book V of the Labor Code of the Philippines. | | | |
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| **AFFILIATED ORGANIZATIONS** | | | | | |
| Philippine National Police - Security Agency And Guards Supervision Division  (PNP-SAGSD) | | | | License Instructor | |
| Technical Education And Skills Development Authority (TESDA)  Philippine Red Cross NCR Chapter  Philippine Society For Industrial Security (PSIS)  Philippine Guardian Brotherhood Inc.  Society for Human Resources Management  Arms Corporation of the Philippines (ARMSCOR)  Arm Forces of the Philippines (AFP) | | | | Accredited Instructor  Volunteer Instructor  Member  3 Terms Chapter President  Member  Member  Lieutenant - Reservist | |
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| **ACAMEDIC QUALIFICATIONS** | | | | | |
| 1996 -1997 | **LYCEUM OF THE PHILIPPINES**  Master in Business Administration (MBA) | | | | |
| 1991 - 1995 | **PHILIPPINE SCHOOL OF BUSINESS ADMINISTRATION (PSBA)**  Bachelor of Science in Business Administration – Major in Management | | | | |