

Contact HR Consultant for CV No: 321670

E-mail: response@gulfjobseekers.com

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Graduated from the Philippines with almost 4 yrs of comprehensive experience in HR department of a Fast-Moving Consumer Goods (FMCG) company. Overall responsible for activities of Human Resources Department which includes but not limited to: record keeping and 201 files, employee relations, benefits administration, statutory compliances (audits), timekeeping, recruitment process and other HR administrative services.



**EDUCATION**

**PROFESSIONAL EXPERIENCE**

 **Seafox Management FZE (Ajman, U.A.E)** March 2016 – September 2016

**Human Resource Assistant (Contractual)**

* Prepare Time sheets for monthly payroll of corporate office personnel.
* Maintain contractual and sick leave records of Office personnel.
* Organize and maintain 201 File of crew employees & certifications in computer via

TRAQQR.

* In-charge in flight booking and hotel accommodation of the office personnel and crew employees
* In-charge in processing of employee’s Medical and Dental Claims from Insurance

**Finance Assistant (Contractual)**

* Ensure that all invoices received are accounted in the system (Microsoft Navision).
* Organize accounting documents such as invoices, purchase orders, journal entry voucher and ensure those are easily traceable during audit period.
* Provide assistance to Payroll accountant in processing monthly crew payroll and crew reimbursements.
* Assist the accountants in providing documents to the auditors.

 **Leysam Commercial Inc. (Philippines)** February 2013 - March 2016

**HR Assistant**

**Administration**



* Responsible for clearances and settlement of resigned employees.
* Prepares Certificate of Employment.
* Manage HR Filing system and employee data file.
* Assists logistics of HR organized activities.
* Assists office purchases of daily supplies and needs.
* In-charge with documentations required for Audit.
* Provides assistance in organizing company events such as team building, trainings and Christmas party.
* **Timekeeping**
* Prepares daily timekeeping record and submits to Payroll on a timely basis.
* Monitor and updates leave credits and attendance record.

 **Recruitment**

- Schedule applicants for an interview and conduct initial screening.

- Endorse qualified applicants to HR Manager and department heads for the final

interview.

- Maintains employee 201 files

 **Benefits Administration**

* + Assists in the end-to-end process of Government mandated benefits such as SSS, Philhealth and Pag-Ibig including monthly submission of reports (monthly contribution and loan payments) and attends to employee queries involving the mentioned government agencies.

**Executive Genesis Manpower Services, Inc. (Philippines)** June 2012–November 2012

**HR Assistant**

**Administration**



* In-charge with office equipment purchase request of employees with the approval of the immediate supervisor.
* Maintains employee files and other confidential documents.
* Provides assistance in organizing company events such as team building, trainings and Christmas party.
* Administer supply of HR Forms

 **Timekeeping**

- Responsible for semi-monthly computation of employees’ overtime which includes

monitoring of attendance.

- Attend to queries of employees with regard to their DTR (Daily Time Record)

- Checking of Daily Time Record of the promodisers.

 R**ecruitment**

* Schedule applicants for an interview and conduct initial screening
* Endorse qualified applicants to HR Manager and department heads for the final interview
* Endorse newly hired employees to the agency
* Create and maintain 201 file for the newly hired employee

**Concession**



* Monitor and coordinate all the concerns of promodisers
* Provide all the request letters for the promodisers
* Ensure that there’s always a promodiser deploy in all stores.
* In-charge in allocation of newly hired promodisers
* Schedules product training for newly hired promodisers

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| **Colegio de San Juan de Letran** | August 2011 – October 2011 |
| Intramuros, Manila | (INTERNSHIP) |

* facilitates leadership trainings and seminar and values clarification for the elementary and high school students
* administers and checks of Psychological tests
* do some clerical works (photocopying duties, typing, maintaining files)
* in-charge in the placement services

 **Manila High School** June 2011 – August 2011

Intramuros, Manila (PRACTICUM)

* plans, prepares and delivers instructional activities and lessons that facilitate active learning experiences
* prepares quizzes and periodical test
* maintains accurate and complete record of student’s accumulative grades
* evaluates and assess students’ behavior
* assigns and grades class work, homework, tests and assignments
* prepares instructional materials for class discussions and activities



**ACHIEVEMENTS**

 Top 9

 Top 7 Philippine Normal University

Philippine Normal University College of Arts and Social Sciences

College of Arts and Social Sciences Psychology Program

Psychology Program School Year 2009-2010

School Year 2011-2012

 Most Outstanding Officer of MCS

Band

School Year 2007-2008



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|  |  | **EDUCATION** |  |
|  |  |  |  |
|  |  | **Philippine Normal University** |  |
|  |  | BS Psychology - Guidance and Counseling Stream |  |
|  |  | With units in Special Education |  |
|  |  | CumLaude |  |
|  |  |  |  |
|  |  | **AFFILIATIONS** |  |
|  |  |  |  |
|  |  | Philippine Normal University | SK Federation, Kagawad and Secretary |
|  |  | Psychological Society, Committee Head in sports | 2nd District of Pasay City |
|  |  | School Year 2011-2012 |  |
|  |  | Philippine Normal University |  |
|  |  | Psychological Society, Auditor |  |
|  |  | School Year 2010-2011 |  |

