**Permina**

**Permina.338581@2freemail.com**

**PERSONAL PROFILE**

Date of Birth : March 6, 1985

Place of Birth : Jolo, Sulu

Gender : Female

Civil Status : Single

Citizenship : Filipino

Religion : Catholic

Visa : Tourist/30days

Expiration : February 19, 2017

**PROFESSIONAL SUMMARY**

Dedicated and focused HR who excels at prioritizing, completing multiple tasks. Committed to delivering high quality results with minimum supervision.Energetic, organized and professional.

**AREAS OF EXPERTISE**

* Training and development
* Hiring and retention
* Compensation/payroll
* Compensation administration
* Personnel records and maintenance

**EDUCATION**

**2006**  **Bachelor of Arts**- AB Psychology

 **Central Colleges of the Philippines**- Quezon City, Philippine

**WORK EXPERIENCE**

**07/2013-Current HR Generalist**

 **Bullseye Solutions Inc. (FMCG Distributor & Health Care Products) - Phil.**

* Implement Human Resources programs and ensuring the effective utilization of plans related to HR programs and services
* Compensation and benefits administration
* Recruiting and staffing
* Facilitating mandated remittances
* Issuing memos related to grievances, performance reviews and disciplinary actions.
* Maintaining employee files as to ensure accuracy and compliance
* Resolving benefits related concern
* Employee orientation, development and training
* Employee services and counseling
* Completing termination work, last pay and exit interviews.

**01/2013- 4/2013 HR and Admin Officer**

 **Cosmopoint International Institute Tech. - Quezon City, Philippines**

* Interviewing, administering test for applicants
* Pay employees, distributing checks, maintaining records
* Updating Human Resource records by recording new hires, transfers, terminations, changes in job classification, merit increases and tracking vacation.
* Orient new employees
* Taking memos and maintaining files

**03/2011-09/2012 HR Coordinator**

 **Bullseye Solutions Inc. (FMCG & Distributor of Health Care Products)-Phil.**

* Oversee issues related to employment, compensations, labor issues and employee relations.
* Recruitment
* Compensation and Benefits
* Assisting with employee review and termination process
* Assisting with recruitment and interview process

**03/2008-10/2010 HR Assistant**

 **AMA Group of Companies (IT Schools & Construction Firm)**

* Recruitment and interview
* Posting Job ads
* Facilitate background and reference checks
* Preparing new employee file for contractual and probationary
* Conducting benefit enrollment process
* Maintaining current HR files and data
* Completing termination paperwork and assisting exit interviews

 I hereby certified that the above information is true and correct to the best of my

knowledge and belief.