**CHARDELINE**

**CHARDELINE.339110@2freemail.com**

**OBJECTIVES:**

To be able to work in a career-oriented and pursue a demanding role that promotes personal growth and uplift professional development. To work for a reputable organization having congenial working environment and where challenging opportunities are available to contribute towards the development of organization.

**EDUCATIONAL BACKGROUND:**

 **Tertiary: 2011-2015 San Beda College Alabang**

 Bachelor of Science in Business Administration

 Major in Human Resource Development Management

 Alabang, Muntinlupa City, Philippines

 **Elementary & Secondary: 1999-2011 St. Michael’s Institute**

Bacoor, Cavite, Philippines

**WORK EXPERIENCE:**

 **July 20, 2015 – January 20, 2017 Expert Global Solutions ROHQ Asia Ltd. (An Alorica Company)**

HR-Benefits Associate

**Essential Duties & Responsibilities**

* Performs initial processing of benefits review of documents to ensure completeness of all the required forms and documents prior to forwarding to the government agencies
* Able to respond to basic benefits questions or inquiries from the employees
* Ensure that all pre-employment requirements of employees are complete and valid
* Supports government mandated employee benefits – filing, claims, etc.
* Assist employees by answering questions about the company’s benefits packages, how these packages affect the employees’ dependents and how to fill out benefits application
* Monitoring of inquiries regarding HMO-related concerns
* Perform other duties as assigned by management

**November. 10, 2014- February 20, 2015 American Data Exchange Corporation (ADEC Innovation)**

Internship (400 hours)

Compensation & Benefits Department/ Employee Relations Department

**Essential Duties & Responsibilities**

* Validation of documents
* Encoding of leave, overtime and undertime of employees in the system
* Assist in HR events like christmas party, valentines party etc.
* Perform other duties as assigned by management

**SKILLS AND ABILITIES:**

* **Good Communication Skills** – Use proper English grammar and have a good speaking voice.
* **Technical skills –**Is computer literate (MS Office – Excel, PowerPoint, Word, Outlook etc.) and knows how to operate different machineries needed in the workplace.
* **Leadership Skills** – Has robust leadership skills and flexible. Willing to try new things and able to adapt to difficult situations.
* **Personal skills –** Is able to work under pressure, trustworthy, self-motivated, honest and reliable, fast learner, confident, professional (can work individually or in group), has initiative, and loyal.
* **Analytical Skills –** Has keen attention to detail. I am interested in improving efficiency on assigned tasks.

**AFFILIATIONS:**

2013 – 2014  **Varsity Player,** Badminton of San Beda College Alabang

 2012 – 2013 **Secretary,** Junior People Management Association of the Philippines of San Beda College Alabang

2011 – 2015 **Member,** Junior People Management Association of the Philippines of San Beda College Alabang

2011 – 2012 **Member,** Bedan Volunteer of San Beda College Alabang

2009 – 2011 **Varsity Player,** Volleyball of Saint Michael’s Institute

**AWARD:**

March 2015 **Dean’s Lister**

**PROFESSIONAL DEVELOPMENT:**

July 2016 **WITHHOLDING TAX ON WAGES & EMPLOYEE BENEFITS**

Seminar, Microtel-UP Technohub Diliman, Quezon City, Philippines

 October 2014  **SAP Business One Certificate**

 San Beda College Alabang

 Alabang, Muntinlupa City, Philippines

 September 2013 **ORGANIZER** - **THE CHALLENGES OF HUMAN RESOURCE MANAGEMENT**

 **IN THE 21ST CENTURTY/ THE RELEVANCE OF HUMAN RESOURCE**

 **IN THE WORKPLACE**

 San Beda College Alabang, Muntinlupa City, Philippines

September 2012 **ORGANIZER** - **HUMAN RESOURCE PRACTICES IN THE OUTSOURCING INDUSTRY**

San Beda College Alabang Muntinlupa City, Philippines