[MARY.367166@2freemail.com](mailto:MARY.367166@2freemail.com)

MARY

CAREER OBJECTIVE

To have a challenging and rewarding career in a dynamic and growth-oriented organization where my skills are valued and can be applied in parcel to the achievement of the organization’s mission and vision.

SPECIAL SKILLS

* Computer literate MS Excel, Word, Power point

and outlook.

* Proficient in English language
* Skilled at test administration, scoring & interpretation
* Skilled at Recruitment process
* Excellent interpersonal and intrapersonal skills
* Good analytic skills

WORK EXPERIENCES

**HR STAFF**

SMT Phils. Inc.

Laguna Science Park 2 La Mesa Calamba Laguna Philippines

HR Recruitment and Disciplinary action

* Responsible for recruitment and hiring activities, preliminary interview.
* Responsible in Administering and Checking Examinations.
* Assist in the requirements completion and contract signing of newly hired.
* Summarize weekly/monthly Recruitment report.
* Prepares Incident Report/Disciplinary action papers and distribute it with the managers.
* Coordinating department in charge regarding the suspension schedule of violating employees.

AUGUST 2015

TO MARCH 2017

* Summarize weekly/monthly disciplinary action report per department.
* Responsible for maintaining payroll files of Regular and Agency Personnel.
* Assist in Counseling for violators.
* Updating suspensions of employees.
* Assigned in making Minutes of the meeting of the Admin Sr. Manager.
* Participated Collective Bargaining Agreement as the Secretary of Management side.
* With experienced in processing and encoding Leave application such as Vacation leaves, Sick leaves and Emergency leaves.

**HR Intern**

Amkor Technology Phils. Inc.

Laguna Technopark, Biñan Laguna Philippines

HR Compensation and benefits

* Checking the employees Government Mandated loans application.
* Encoding in the system the Leaves of the employees (company benefits).
* Arranging payroll, accommodating queries about their compensation and benefits.
* Releasing of checks of Government mandated benefits.

MARCH 2014

to MAY 2014

EDUCATIONAL ATTAINMENT

**Pamantasan ng Cabuyao**

Bachelor of Science in Psychology

Banay-banay Cabuyao Laguna Philippines

Tertiary

2011 to 2015

REFERENCES

*Available upon request.*

I hereby declare that the information above is valid and true.