**Lora**

Human Resources Professional

Al Danah, Abu Dhabi, U.A.E.

E-mail: [lora.368414@2freemail.com](mailto:lora.368414@2freemail.com)

Visa: Employment Visa (Can be cancelled immediately)

**CAREER OBJECTIVE**

To obtain a mid-level position in the HR Department of a reputable organization which would commensurate her achievements and work experience.

**ACADEMIC QUALIFICATION**

B.A. Behavioral Sciences - University of the Philippines (2007-2011)

Graduated with distinction (Cum Laude)

**PROFESSIONAL EXPERIENCE (Over 5 years)**

**ABU DHABI, UAE – 3 years and 4 months**

**HR COORDINATOR – November 2013 to February 2017**

**Arabian Construction Company (*Construction)***

**Reported directly to the Sr. Human Resources Manager**

I was tasked with responsibilities in different HR functions and thus became experienced with:

* Sourcing of CVs from various sources (databank, career website, and online job sites such as Bayt, Gulf Talent, Linked In, etc.)
* Posting job vacancies in the company’s career website and online job sites (Bayt, Gulf Talent, etc.)
* Sorting and filing of all CVs received (manually and electronically).
* Maintaining and updating voluminous recruitment-related reports and files (e.g. recruitment tracker, mobilization report, recruitment report for COO, recruitment consultants masterfile, etc.) electronically and their corresponding manual files.
* Communicating and interacting with candidates regarding pre-employment procedures:
  + Initial telephone interviews (non-managerial candidates)
  + Technical test administration to secretarial and admin applicants
  + Interview confirmation and interview results
  + Appointment letters
  + Regular follow ups of the required documents for the visa process
  + Standard Job Offers from the Ministry of Labour
  + Entry Permit / Work Permit / Employment Visas
  + Air ticket booking from home country (when applicable) to UAE
  + Airport pickup and accommodation
  + Further joining formalities (i.e. medical exam & Emirates ID)
  + Responding to queries throughout the recruitment process
* Assisting the Sr. HR Manager in the revision of the company’s HR Policies and job grading as well as maintaining related files (electronically and manually).
* Ensuring timely evaluation of probationary employees and application of corresponding salary revision (when applicable).
* Preparing various HR correspondences, letters, memos and e-mails to be distributed to individuals / group of employees / all employees as instructed by the Sr. HR Manager.
* Preparing documents and reports related to internship such as experience certificates, IDs, induction kits, internship summary list.
* Performing some of the job responsibilities of the Sr. Recruitment Officer, HR Officer, and Receptionist when they go for annual leave:
  + Coordinating with recruitment consultants regarding senior candidates.
  + Preparing letters on resignation, termination, salary increment, promotion, transfer, reimbursement as advised by the Sr. HR Manager.
  + Responding to HR-related queries by employees or directing them to the concerned manager / group in the HR Department.
  + Preparing purchase requisitions in SAP for approval of Sr. HR Manager.
  + Utilizing SAP as needed as source of employee details.
  + Manning the reception desk (answering calls, handling incoming and outgoing correspondences, and receiving visitors).
* Performing other tasks as advised by the Sr. HR Manager, Sr. Recruitment Officer, and Sr. HR Officer.

**METRO MANILA, PHILIPPINES – 2 years**

**HR ASSISTANT – February 2012 to July 2013**

**SEAOIL Philippines Incorporated *(Oil & Gas)***

**Reported directly to the HR Manager (Employee Engagement & Compliance Monitoring)**

**Awarded as one of the top 20% employees for 2012**

I was the point person for all matters pertaining to the Compliance Monitoring sub-unit of the Human Resources Department. I also assisted the HR Supervisor for Employee Engagement from time to time.

In details, my responsibilities were:

* Providing full administrative support to the HR Manager and the company’s Grievance Committee members (composed of five managers).
* Representing the grievance committee to the employees.
* Implementing the company’s case handling framework and improving processes by conducting analysis and proposing strategic insights.
* Maintaining close and constant coordination with department managers and supervisors regarding the status of incident reports & interventions.
* Preparing and maintaining weekly minutes, year-end reports, etc.
* Orienting over 500 employees nationwide about the Code of Conduct.
* Assisting in the revisions of the Employee Handbook & Code of Conduct.
* Assisting in company-wide employee engagement activities.

**HR GENERALIST – August 2011 to January 2012**

**Diamond Greenhills Incorporated (*Automotive)***

**Reported directly to the Branch Head & functionally to the Assistant VP-HR**

I was responsible for all the HR processes in the branch including recruitment, hiring, appraisal, payroll, benefits, discipline, and administration:

* Facilitating end-to-end recruitment for all vacant positions.
* Preparing and maintaining the 201 files of all employees.
* Monitoring, initiating, and documenting all employee movements & headcount.
* Ensuring accurate data is inputted for the semi-monthly payroll.
* Ensuring company benefits are communicated and given to eligible employees.
* Monitoring and documenting leave balances, tardiness, and absences.
* Ensuring employees’ compliance to company policies and procedures.
* Issuing memos to employees who violated company policies.
* Facilitating end-to-end exit process of resigning/terminated employees.
* Receiving, logging, and recording all incoming and outgoing correspondences to/from the main HR office and transmitting these to proper channels.

**PERSONAL PROFILE**

Age: 25 Languages: English, Tagalog

Nationality: Filipino Religion: Roman Catholic

Hometown: Marinduque, Philippines

**AREAS OF EXPERTISE KEY COMPETENCIES & SKILLS**

* Recruitment • Integrity
* HR Policies • Responsibility
* Onboarding • Confidentiality
* Employee Relations • Organization
* Air Ticket Booking • Flexibility
* Performance Evaluation • Thoroughness
* Report Writing • Initiative
* Data Management and Analysis • Decision Making
* Administration • Resourcefulness
* Research • Team Player
* Social Media • English Communication
* Internet & Computer • IT