

**MS. WAYNE**

**Summary**

* Profile : Female, 29, Single
* Nationality : Filipino
* Current Location : Dubai, UAE
* Current Position : Sr. HR Executive
* Company : Apparel, LM Exchange
* Preferred Locations : Dubai
* Email : [wayne.368864@2freemail.com](mailto:wayne.368864@2freemail.com)

**Career History**

**November 24, 2013- Present SR. HR Executive, LM Exchange – Apparel**

LM Exchange provides foreign currency exchange and money remittance service to corporate customers, expatriate individuals, and UAE Nationals in a timely, cost-effective, and professionally consistent manner.

* Act as Officer in charge of the HR department
* Handle Recruitment Process
* Provides advice and information to employees on human resource policies and procedures and handle disciplinary guidelines.
* Administer HR processes, maintains human resources records.
* Conduct training regarding Human Resources procedures and policies, Induction and Customer Service
* Ensures planning, monitoring, and appraisal of employee.
* Supervise and monitor the Team.
* Direct reporting to General Manager and Director
* Employment visa processing and PRO services
* Employee relation
* Experience of HR software (Amanat)
* Handle Staff vacation plans, approval and eligibility
* Handle the whole Recruitment process
* Created HR manual and update as per labour law from time to time
* Handle proper exit of the employee
* Handle Employee Benefits

**January 2, 2012- November 22, 2013** **Admin Officer, Health Delivery System Inc. (UNILAB)**

**Health First** is a premiere multi-specialty clinic offering a one-stop-shop setting providing the best patient-care services in the Philippines.

* Handle walk in clients and ensure to provide a quality service.
* Operates PBX machine to relay incoming, outgoing, and interoffice calls.
* Supply information to callers, encode and forward customer’s concerns to authorized personnel that will further assist the concern of the customer.
* Handle emergency calls and assist children or people with physical disabilities to make telephone calls.
* Courteously greet the customer and give them the best quality customer satisfaction.

**June 2010-OCT 20, 2011 Admin Officer/ Marketing, ADZA Atheletic Gear Corporation**

Adza is one of the suppliers of athletic wear in different schools and university in the Philippines.

* Prepares and monitors all ongoing projects at the production.
* Perform administrative duties such as answering phones, generating reports.
* Coordinates activities for a variety of meetings, conferences, committees, and special projects attends meetings, takes notes and prepares minutes.
* Develop implements and maintains all corporate policies and procedures and manages all internal communication, maintains a positive working relationship.

**Sep, 2008-May 2010 Banquet Sales Executive, Celebrity Club Membership Sports Club**

Celebrity Club the ultimate name that comes to people minds when they think recreation and relaxation.

* Handling all type of events with a 100% customer satisfaction.
* To assist members/ client booking inquiry, determine date and nature of the function, checked booking schedule, availability and ocular client.
* Perform clerical duties such as typing correspondence, answering phones and filing.
* Coordinate with concessionaire for F&B requirements.
* Assist and ensure quality service/ product provided during function.

**QUALIFICATION/ EDUCATION**

* Dr. Carlos Lanting College,# 16 Tandang Sora Ave. Novaliches QC.

Hotel and Restaurant (2006-2008)

**CERTIFICATES**

* INTERTEK- ISO Internal Auditor 9001:2015
* INTERTEK- ISO Internal Auditor 9001:2008
* Labour Law – Gulf Law

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