

**Romalyn
E:** romalyn.370307@2freemail.com

**Position Applied For:** HR Assistant/Admin or any position that suits in my skills and qualification.

**Professional Skills:**

* Training
* Management
* Coordination
* Team Support

**Personal and Technical Skills:**

* Computer literacy in MS Word , MS Excel , MS Powerpoint , MS Outlook
* Proficient in English both verbal and written.
* Support HR Head on creating job description, criteria selection, short listing, on Interviewing applicants and hiring
* Managed human resources processes by administering tests, conducting orientation, Training and Development.
* Expertise in conducting Office plan and preparing materials needed.
* Competence in movement update report through powerpoint presentation.
* Flexible and able to work with different management level.

**WORK EXPERIENCE:**

**HR Assistant**

**3C Distributors International Inc. (Nikon Home Appliances)**

May 16, 2016 - April 3, 2017

**Job Description:**

 **Recruitment**

* Administer the recruitment, selection, testing and placement program.
* Coordinate with requisitioning departments head on the final interview and selection process
* Advises an applicant of the pre-employment requirements for the submission
* Conducts initial orientation of new personnel on company operations policies and procedure, compensation, benefits and facilities.
* Assists Corporate HR and Administration Head in preparing Personnel Action Memo for accounting purpose.
* Maintained a file for each applicant (201 files) that includes the pre-employment requirements submitted, results of tests and interview and application date.
* Conducting telephone and Skype interviews.

 **Training**

* Coordinates with different department heads in identifying and evaluating training needs in the company.
* Assisting in designing training program according to the needs of the company.
* Assist Trainer’s in conducting actual training
* Outsourcing lecturers or Trainer’s (if necessary) as per company requirements.
* Maintains a record of training programs and participants; prepares training report.

**Others:**

* Assisting in implementing and dissemination HR Policies and procedures in the plant and offices.
* Helps HR Manager in the improvement of HR Systems and procedures, as they affect employee performance and efficiency.
* Facilitates promotion of better relationship and camaraderie among employees and the community members through specific HR Program/activities.
* Perform other task as may be assigned from time to time by the HR Manager

**HR Intern**

**DTM Print and Labels Specialist, Inc.**

November 13, 2015 – January 29, 2016

**Job Description:**

* Interviewed applicants and recruit new employees.
* Prepared DTR (Daily Time Record) of all employees.
* Re-check employee salary if they have some complain in pay slip
* Prepared summary report of absenteeism and late of all employees
* Monitored Manpower status (Regular and Casual /Contractual) of all employees
* Maintaining and archiving of appropriate employee records (Example 201 files).
* Conduct Training and orientation of new employees and endorsement to supervisors

**TRAINING AND WORKSHOP**
**Corporate Social Responsibility Seminar:
“Enhancing Partnership: Responding to the Challenges of our Time”**Valenzuela City Peoples Park Amphitheater, Philippines.|
March 30, 2015
**CAREER GUIDANCE: Personality Development Seminar**
Audio Visual Room, Legislative Building, New City Hall, Philippines.
August 2015
**Human Resource towards ASEAN INTEGRATION:**
**“Managing Diversity in the Business World: A Global Perspective”**
Valenzuela City Astrodome, Philippines.
February 23, 2016

**MEMBERSHIP AND ORANIZATION**

JPMAP (Junior People Management Association of the Philippines)
 **PERSONAL INFORMATION**Place of Birth : Philippines
Birthdate: December 13, 1995Citizenship: Filipino

**EDUCATIONAL ATTAINMENT:**
**Tertiary Education:**
Bachelor of Science in Business Administration
Major in Human Resource Development Management
Year Graduated: April 7, 2016
Pamantasan ng Lungsod ng Valenzuela (PLV)
Manila, Philippines

I hereby declare that the above-mentioned facts are true to the best of my knowledge and belief.