**RUBY (CHRP/CHRM)**

**RUBY.375275@2freemail.com**

**PERSONAL SUMMARY & QUALIFICATIONS**

* Completed CHRP & CHRM courses at Blue Ocean Management Training and Consultancies, a certificate course certified by the American Certification Institute (ACI)
* Effective and aligned member of the management team with 10 years UAE experience in the field of responsible practice in human resources management, administration and daily operational HR requirements of the organization.
* Well-adept and experienced in health authority processing and guidelines with regards to new registration and renewal of licenses as required by the Emirate;
* Involved in JCI accreditation process in preparation for successful achievement of the accreditation
* Able administrator of confidential projects with dispatch and discretion;
* Pioneered setting-up an HR system workflow and organizational ’s structure and developed a more time efficient work cycle
* Reduced recruitment cost by 25% through effective hiring, selection and manpower sourcing and planning;
* Directly involved in effective formulation, administration and implementation of company policies and engagement programs that creates an environment of well-empowered constituents through building employee ownership and accountability by organizing regular town halls and forums actively attended by staff, hence, fostering increase in productivity and a healthier work environment aligned to the corporate objectives and mission;
* Sustained staff retention by effective execution of strategic plans in Rewards Management, retention and streamlining program
* Timely and effective management and administration of payroll processing and system in strong compliance with government mandated and company-provided benefits;
* Ensure strict implementation of wage and benefits program in accordance with applicable labor laws and creates a well-defined retention scheme to encourage and motivate employees to establish long term employment plan and growth within the organization;
* Maintenance and safekeeping of confidential records and human resources information system;
* Timekeeping and attendance management;
* Conducts performance and job evaluation programs;
* Possess demonstrated ability and professionalism to work effectively and congenially with employees at diverse levels;
* Strong oral communications skills including the ability to listen, counsel, coach and interact with diverse group of people and uphold confidentiality of information to achieve corporate peace and enhance productivity;
* Excellent skills in writing business correspondences, memoranda and minutes for Top Executives;
* Highly energetic and positively motivated, with distinct level of dependability, capable of working with minimal support and a good deal of autonomy;
* An excellent team player and a strong manager who can lead and develop people; expert in maintaining excellent relationship with co-workers at all levels;
* Organizing and hosting company events and HR employee programs.

**PROFESSIONAL EXPERIENCES**

**HR Manager for Cleveland Clinic Abu Dhabi Project**

**Abu Dhabi National Hotel-Compass ME**

Behind Carrefour, Airport Road, Abu Dhabi, U.A.E.

25 March 2014 to 31-May-2017

Managed and led a team of 400 employees deployed on-site leading the end-to-end implementation of the overall employment cycle of all team members, policies, and procedures formulation and implementation with the end result of maintaining a highly efficient level of productivity and pursuing complete engagement of staff to the project whilst maintaining minimal attrition at 1%. Ensure 100% adherence to the contractual requirement and alignment of operations to achieve the agreed KPIs, hence, eliminating the imposition of penalty. This entails close monitoring and continuous improvement in human resource engagement programs and processes and procedures, the establishment of a highly dynamic relationship with all stakeholders and strict implementation of policies. Other scopes of responsibility include performance management,   compensation and benefits administration, annual leave management, grievance handling, staff accommodation supervision and monitoring and conducting regular staff engagement activities. In close coordination with the training team in organizing training programs and in analyzing the career development of staff. Also involved in recruitment and selection of staff.

**Senior Human Resources Officer/Deputy HR Manager**

**German General Hospital (Middle East) LLC**

Al Karama Street, Abu Dhabi, U.A.E.

01 October 2010 to 28 February 2014

A significant member of the pioneering team instrumental in setting-up the HR Department. Managed all facets of HR function, focused primarily on employee relations, recruitment and human resources day to day operational services which encompasses salary and benefits administration; employee movement; on- boarding and induction of new staff; conducting exit interviews and post-deployment formalities; performance evaluation and review; calculation of end of service benefits and gratuity; preparation of all HR correspondences and internal / external memorandum; formulation and implementation of policies and procedures customized according to the company's requirement and exercises strict compliance with UAE labour law; leave management and monitoring; generation of monthly reports essential to management's decision-making strategies. Contributed to the organization by directly admonishing the management on crisis and change management initiatives to achieve a cost-effective way of running the over- all corporate operation. Oversees the successful implementation of recruitment strategies hence, reduced recruitment cost and to ensure availability of talents. In-charge of license registration and renewal of all medical staff. Administered attendance monitoring, payroll and benefits claims of all employees including the subsidiary company.

**Senior Human Resource Executive**

**Schon Properties Broker L.L.C.**

Dubai, United Arab Emirates

27 January 2007 to 30 September 2010

* Managed and handled the operational and administrative function of Human Resource and Admin. Departments
* Directly involved in executing management directives and confidential instructions and guidelines.
* Responsible for doing the following weekly and monthly tasks:

 1-Attendance monitoring and payrolling

 2-Manpower planning and monitoring

 3-Recruitment selection and placement

 4-Employee benefits administration and employee services

 5-Policy formulation and implementation

 6-Employment update and close coordination with the company PRO in visa processing

 7-Performance evaluation and salary administration

 8-Maintenance and safekeeping of confidential records and personnel files

 9-Purchase of company office supplies & monitoring of the same

 10-Manages all Administrative staff functionally and administratively

**Human Resource Manager**

**Cinderella Marketing Corporation** (Leading Fashion Retailing Company: ESPRIT/CLARKS/U2)

July 2004 – October 2006

Manila, Philippines

**HR Consultant**

**JPT Pawnshop Corp.**

Nov. 2003 – May 2004

Manila, Philippines

**Human Resource & Administration Manager**

**ACA Franchise Group**

Jan. 2002 – September 2003

Manila, Philippines

**Personnel Manager (Executive Search/Management Consultancy)**

**John Clements Consultants, Inc.**

2000 – Jan. 2002

Manila, Philippines

**Administration & Personnel Manager**

**Beverly Hills Marketing Concepts, Inc. (Importation and distribution of consumer goods)**

1997 – 1999

Manila, Philippines

**Branch Personnel Officer (Managerial Level)**

**Isetann Department Store, Inc.**

1994 – 1997

Manila, Philippines

* Reporting directly to the HR Division Manager and AVP for HRD;
* Directly supervises a team of 10 highly competent staff in providing effective personnel services and administration of personnel programs and policies.

**Personnel Officer (Supervisory Level)**

**Belrewmond Trading**

1988 – 1994

Manila, Philippines

**EDUCATION**

Dec – Jan 2014 Certified Human Resource Manager Dubai, U.A.E.

Oct – Nov 2013 Certified Human Resource Professional Dubai, U.A.E.

March 1987 University of Santo Tomas Manila, Philippines

 Graduated with a Degree in Bachelor of Science

 Major in Psychology

March 1983 Jose P. Laurel Sr. High School Quezon City, Philippines

 Graduated from High School

Awards Received: Third Honorable Mention of graduating class

 Model Girl Awardee for two consecutive years

 Best Speller of the Year / Editor of the Year

**TRAININGS, SEMINARS, WORKSHOPS ATTENDED**

Attended the HR Summit & Conference 2013 & 2016

Certified Human Resource Professional and Managerial Courses (Certified by the American Certification Institute-ACI)

Six Sigma Yellow Belt – Sponsored by Blue Ocean Training & Consultancy, Dubai

Excel for HR by Executrain (Dubai)

Basic Arabic Language 1

Seven Habits of Highly Effective People

Job Evaluation & Wage & Salary Administration

Effective Counseling

Teambuilding Workshops

Sales Performance Excellence Training Workshop

**PERSONAL DATA**

Nationality : Filipino

Visa Status : Long Term Visit Visa

**SPECIAL SKILLS**

Computer Software Application : Microsoft Office: WORD/EXCEL/Outlook/Powerpoint

 FOCUS HR and Payroll System and SAP-HR System

Language & Communications : Fluent in written & spoken English / Tagalog

Driving Skills : Holder of UAE Driver’s License

**PERSONAL PROFILE**

Exceptionally self-driven, service-oriented, focused, with high sense of commitment and dedication to the job. Flexible, adaptive, resilient and advocates change within the organization. Excellent inter-personal skills and can easily adjust to any multi-cultural working environment. People-centric. A strong professional with well-established HR skills gained through years of experience and exposure in the field of human resource. Extremely passionate about work. Excellent organizational skills and a certified multi-tasker.