

**APRIL**

HR & ADMINISTRATION

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**PERSONAL SUMMARY**  
  
A personable Human Resources Specialist who is highly organized, has strong attention to detail and who is capable of working with confidential information. She is a HR specialist who has experience of recruiting, improving employee relations, carrying out staff inductions and organizing employee training. What makes her ideal for this role is her extensive knowledge of all activities related to HR such as payroll, recruitment, personnel action forms, benefits, and employee orientation. She is someone who will always represent the HR department and company in a professional manner. Aside from her administrative abilities, her pleasant manner also enables her to communicate effectively other HR staff and work closely with line managers and individual employees. At this moment in time she is looking for a suitable position with a company that will help her to fulfil her true potential.   
  
**CAREER HISTORY**

**HUMAN RESOURCE SPECIALIST-COMPENSATION & BENEFITS & DOCUMENT CONTROL CENTER---- MD EXPRESS MANILA ,INC- JANUARY 26,2016-MAY 23,2018**

-HUMAN RESOURCE SPECIALIST- Compensation & Benefits

* Building productive, collaborative relationships with employees, and HR business partners.
* Assisting with employee relations.
* Maintaining employee files and the HR filing system.
* Act as company representative to SSS, Pag-Ibig, and Philhealth .All concerns to these agencies are coursed through her.
* Helping employees with benefit issues(HMO, SSS, PHIC & PAG-IBIG)& leave credits.
* Examining employee records to answer inquiries and provide information to authorized persons.
* Preparing badges, passes, and identification cards for staff.
* Assembling new hire information packs.
* Logbook Maintenance-Maintain EC logbook and record all accidents from and to work within 15 days from accident date.
* Performance appraisal -Proby - Timely release of PR form to dept. Heads with TK attachment.
* PR RESULT Processing- return PR result to 15 calendar days before Regularization or EOC date of Asst Manager for discussion to the employee.
* Clearance & Quitclaim Processing- notarized within 15 days after Final Pay release.
* Using word processing software and printers to create a variety of documents and reports.

SEMI-MONTHLY

* Timekeeping. Keeps track to employee’s working hours and prepares timekeeping summary for payroll processing.
* Manpower Billing Processing.Prepare RFP and Accrual report to Finance.
* Payslip release.

ANNUAL

* In- charge in the coordination of Annual Physical exam and Prepares the summary of findings. Return the result to owners for medical clearance.
* In- charge in the preparation of Subic requirements.

**DOCUMENT CONTROL CENTER**

* Handles Document Control Center in assistance to Quality Assurance
* Ensure proper implementation of Document Control and Records Control Procedure
* Maintain and update the Quality Manual of MDEX
* Encodes and convert approved revision form to the required standard format as the need arises.
* Receives request , reproduce from the master copy, and issue documents whether controlled,to requesting parties.
* Serve as Auditor and conduct ISO Audit or as required by the management.

**HUMAN RESOURCES & ADMINISTRATIVE ASSISTANT** – May 20, 2008 - JANUARY 25,2016ALLEGIANCE CARGO ADVANTAGE, INC

Responsible for supporting the HR team in a fast paced office environment, and assisting them with the day-to-day efficient operation of the HR department.  
  
Duties;

* Building productive, collaborative relationships with employees, and HR business partners.
* Assisting with employee relations.
* Reviewing resumes and applications sent in by job applicants.
* Maintaining employee files and the HR filing system.
* Advising employees and helping them make informed decisions about their careers.
* Conducting pre-employment background checks on prospective employees.
* Helping employees with benefit issues(HMO, SSS, PHIC & PAG-IBIG)
* Examining employee records to answer inquiries and provide information to authorized persons.
* Scheduling interviews for job applicants.
* Preparing badges, passes, and identification cards for staff.
* Assembling new hire information packs.
* Reviewing staff monthly vacation reports.
* Responding to applicants regarding job openings.
* Planning and coordination HR presentations and training sessions.
* Writing up job descriptions.
* Using word processing software and printers to create a variety of documents and reports.
* Preparing job postings for vacancies.
* Welcoming new employees and arranging induction programs for them.

ADMINISTRATIVE FUNCTION

* Compile and maintain files related to Legal filing
* Representative in behalf of the company to attend to legal matters
* Process the yearly renewal of licenses such as BPLO, PEZA, etc.
* Review and maintain the master files of the contracts related to leasing & suppliers
* Coordinate to the Corp Sec. in terms to files related to GIS , SEC and Secretary Certificates
* File & Process the CIS of the bank requirements to update & opening of an account.
* Point person to assist the compilation of requirements needed by each Department in terms of applying or submitting it to the accounts to work on.

**Classroom Teacher; Guidance Counselor----- June 2005-March 2008**

PAX High School Pob. Margosatubig, Zambo. del Sur

Handles subjects Values Education, AralingPanlipunan& Filipino

Do counseling

**KEY SKILLS AND COMPETENCIES**  
  
Administrative

* Knowledge of human resources policies, rules and regulations.
* Maintaining confidentiality regarding Human Resources related issues.
* Ability to interface effectively with all levels of staff.
* Ability to prepare and maintain accurate records.
* Creating and updating personnel, payroll and accounting information in spreadsheets.
* Writing reports, business correspondence, and procedure manuals.
* Proficient with MS Word & Excel.

Personal

* Exercising sound judgment and common sense. Demonstrated flexibility and ability to work with ambiguity.

**AREAS OF EXPERTISE**

HR Administration  
Database maintenance  
Secretarial duties

Document Control Center- ISO QMS

**SEMINARS ATTENDED**

Oct 2-4,2017- SSS IN- DEPTH INFORMATION SEMINAR

SEPT.5,2017- EMPLOYEE’S WITHHOLDING & FRINGE BENEFITS TAX

June 3, 2017--- ISO 9001: 2015 QUALITY Management System Documentation

April 1 & 8,2017--- Managing and Conducting Internal Audit based on ISO 9001:2015 Requirements and ISO 19011:2011 Guidelines

March 4,2017----- Introduction to ISO 31000:2009 RISK MANAGEMENT

Feb.21,2017------ WORK LIFE BALANCE

Feb.18,2017------ Transition to ISO 9001: 2015 QUALITY MANAGEMENT SYSTEM

June 17,2016- DOLE 18-A;2011: Rules Implementing Articles 106 to 109 of the Labor Code as Amended”

March 2-5,2015-----SSS IN-DEPTH INFORMATION SEMINAR------- March 2015

July 24,2014---------The ESSENTIALS OF HR & LABOR LAW:

COMPANY POLICY: ELEMENTS of Administrative Investigation and Progressive Discipline

**ACADEMIC QUALIFICATIONS**   
  
2006 Mindanao State University, Marawi City – BS PSYCHOLOGY

2007-2008- 9 units taken for Bachelor of Education ( for completion)

**REFERENCES**   
Available on request.