

**MARISSA**

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**PROFESSIONAL SUMMARY:**

Dedicated and enthusiastic professional with **more than 10 years of extensive UAE experience in** **Human Resources & Administration.** Highly skilled with effective and have proven ability to meettargeted goals, build professional relationships, results-oriented, proactive, and team-player with a successful record of accomplishments in a different organization.

**SKILLS**

* On - Boarding Process / New Joiner
* HRIS
* General Administration
* Reporting
* Medical Insurance
* Recruitment
* Compensation and Benefits
* Leave Management
* Payroll and Time Sheet Management
* File Management

**PROFESSIONAL EXPERIENCES:**

**HR COORDINATOR**

H20 Concepts LLC – Herman Miller Certified Dealer

Commercial Bank of Dubai Building, Showroom # 1,

Sheikh Zayed Road, Dubai, UAE

**July 2015 to Jan.14, 2019**

**General Administration:**

* Provide administration and support to HR Manager and all Office Operations including MD, Sales, Finance; occasionally CEO, CFO
* In-charge of generating reports, employee certificates and point of contact for employee administration queries.
* Corresponds to mail, forwarding INFO mails/messages to concerns Department
* Oversee Admin Assistant for updating the itinerary for all employees thru Biometric Machine
* Providing quotes for annual ticket rates
* Oversee Application/Deletion of Medical Insurance
* Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
* Contributes to team effort by accomplishing related results as needed (preparing business letters, preparation of Request for Proposal (RFQ) and other tender documents that are responsive to client requirements.
* Participate in other as-needed customer service and sales support activities.
* Assist the operation activities of the showroom.
* Occasionally, works as temporary administrator to company's website
* Manage and handles company's online store.
* Report any damages concerning our office (AC malfunctioning, electrical, leakage, glass, etc.)
* Business Travel Assistance such as documents in getting a visa, ticket, hotel, travel insurance
* Placing/Checking orders for stationary/pantry supplies, business cards, and other related office supplies, etc.
* Arrange and manage the courier service
* Perform high level of confidentiality
* All other works appointed or assigned by HR/Admin Manager and MD

**Recruitment**

* Organize and Administer the recruitment process such as; pre-screening/ initial interview, sourcing shortlisted candidates and sending results to HR Manager
* Liaising with recruitment companies and coordination with marketing team on the website job requirement advertisement
* Schedules interviews by coordinating appointments.
* Act as liaison between HR Manager and candidate, managing candidate expectations.
* Facilitates the interview process between candidate and hiring manager.
* Ensures that candidate assessment forms are recorded.
* Coordinate with the candidate regarding pre-employment requirements; ensuring documents are received quickly or as mutually agreed in order to facilitate a smooth and timely transfer.
* To send weekly update to the HR Manager with the employment status

**New Joiners**

* Prepares New Joiners Profile Forms
* Welcomes new employees to the organization by sharing HR Policies.
* Handle the HR procedures of the new joiners for requesting IT/MIS needs and coordinate with IT & Finance the joining date.
* Coordinates and verify with newly joiners the required hiring documents
* Organize & providing required documents for insurance request
* Ensure that communication on joining dates is always communicated back to HR Manager, IT Manager & Finance

**Payroll**

* Preparation of payroll and variances in coordination with HR Manager & Finance Department.
* Prepares New Joiner & Leavers Report and coordinates with Finance Department
* Monitoring and updating employee information such as MOL ID, bank details on a monthly basis ensuring that end of the month the system is always up to date and accurate.
* Support / assist HR Manager with system data entries as required for payroll Process
* Ensures that reimbursement request, memo, expense forms are submitted on to Finance department before the payroll cut-off.

**Visa/Cancellation Process**

* Report on all new starters and liaise with the team to ensure all paperwork is correct and in prior to sending to PRO for visa application.
* Coordinates with Company Sponsors secretary for providing availability of concern signatory etc.
* Provides the status of the termination of visa and labor permit of employees who resigned or terminated.
* Prepare all visa related documents and coordinate with the PRO on visa procedures and other government requirements.

**Employee Files**

* Monitors incoming and outgoing documents of the department. Ensure that all documents get stored on soft & hard copy on the employee file.
* Maintain records of employee’s visa validity, passport expiration, work permit renewal dates,

Emirates ID expiration and etc.

* File documents of existing employees to their individual files for its proper update.
* Maintaining General files such as 201 Files, contract, leavers, Overtime, payroll file etc.

**HR Documentation/ Employee Benefits:**

* Preparing letters as per employees request such as salary certificates, memo/request, NOC and other HR documents and pass via HR Manager for signature.
* Preparing and sending Pay Statement for all employees every pay day
* Providing Leave Accruals as per employees request
* Providing reports for leave advances
* Checking overtime of laborer
* Occasionally, Preparing offer letter for newly joiners
* Preparing gratuity/final settlement and other related staff benefits
* Coordinate with Medical Insurance provider related to employees data, claims, complaints, etc.
* Leave tracking, manpower list and updating Rota Calendar.
* Maintain & Review Vacation accruals/balance and ticket entitlement.

**Reporting**

* Updates monthly reports needed by the department for proper monitoring and documentation
* Submits employee data reports by preparing, accumulating and analyzing.
* Maintains employee information by entering and updating employment and status-change data.
* Reporting monthly advances, deductions etc.
* Reporting monthly Leave Report; Vacation, Sick Leave, LWOP
* Providing Monthly Attendance & Tardiness Report
* Update New Joiners and Leavers list

**Trainings**

* Assist in-house and outsourced training, coordinate with necessary functions and organize participant's diaries.
* Maintaining and updating the training room’s calendar.

**Exits and Resignation**

* Sending notification through HR email regarding employee's last working day after resignation acceptance.
* Tracking exit clearance to specific departments prior to the employee's last working day
* Ensure that cancellation of insurance card/s is done on his/her last working day and sending it back to the insurance company.
* Ensure that bank is notified if the employee requested for a letter of undertaking.
* Coordinate with PRO and Line Manager the final settlements and out-processing of employees (exit ticket).

**ADMIN ASSISTANT**

H20 Concepts LLC

Commercial Bank of Dubai Building, Showroom # 1,

Shiekh Zayed Road, Dubai, UAE

**December 2011 promoted to HR Coordinator**

* Handling Biometric Attendance, delays (outside meetings, etc.)
  1. finger enrollment of the newly hired employees
  2. Downloading/Uploading Attendance logs for all H2O employees in the Biometric Machine.
  3. Update Itinerary and leave for all H2O employees in the Biometric Machine
* Prepare and monitor Daily Attendance Report and Monthly Attendance Report
* Prepare Daily & Monthly Tardiness Report
* Monitors and Update Vacation Balance & Rota Calendar
* Update Vacation Balance: Vacation Balance Entitlement and ticket for each employee
* Arrangement of Courier services
* Preparing PRF & LPO for hotel, ticket, stationaries, IT, and other office related requirement.
* Application/Deletion of Medical Insurance
* Provide the Leave Balance and Leave Form, Business travel, medical form (Application form for the employees
* Report any damages concerning our office (AC malfunctioning, electrical, leakage, glass, etc.)
* Business Travel Assistance such as documents in getting a visa, ticket, hotel, travel insurance
* Screen and answer general telephone queries and transfer to concern department-
* Corresponds to mails, receiving info mails and distribute furniture enquiries to the concern department
* Check the incoming faxes and sort for proper distribution
* Placing/Checking orders for stationary/pantry supplies, business cards, and other related office supplies, etc.
* Prepare yearly consumption/ reconciliation of Stationery Supplies, Business Card etc.
* Assist in Setting up meetings area and conferences.
* Coordinate and maintain records of parking and office keys.
* Occasionally, arrange non-document shipment collection from supplier.
* Arrange birthday celebration
* Maintaining records of contracts such as Hotels, Travels, Courier, Pest Control and check expiries and LPO Files
* Pest Control Treatment Schedule -follow up treatment schedule for warehouse in once a month and office in every 3 months
* Prepare Expense Claim Report for the managers.
* Occasionally, Posting & screening required applicants thru Dubbizzle & Gulf News Site
* Co-In charge for the Online Shopping
* Meet/Greet clients in the showroom in absence of the Showroom Manager
* Perform other duties that may assigned from time to time

**ADMINISTRATION ASSISTANT**

Rhino Corporation LLC

Bu Shaqer Building, Office 302, Garhoud

P.O. Box: 36109, Dubai, UAE

**October 2008 to December 2011**

**WAGE & BENEFITS ASST. (HUMAN RESOURCES DEPARTMENT)**

Ever Commonwealth Center, Inc.

Don Mariano cor. Don Antonio Dil. Q.C., Philippines

**February 1, 2004 – October 2008**

**RECRUITMENT CLERK (HUMAN RESOURCES DEPARTMENT)**

Ever Commonwealth Center, Inc.

Don Mariano cor Don Antonio Dil. Q.C. Philippines

**June 10, 2002 – January 2004**

**TIMEKEEPER (HUMAN RESOURCES DEPARTMENT)**

Ever Commonwealth Center, Inc.

Don Mariano cor. Don Antonio Dil. Q.C., Philippines

**November 13, 2001 – May 6, 2002**

**COUNTER CASHIER**

Family Drug Store (Watsons)

SM North Edsa Q.C.

**May 4, 2001 – Oct 3, 2001**

**SECRETARY (working student)**

Agultos Supermarket

San Jose City Nueva Ecija , Philippines

**April 1999-October 1999**

**RECEPTIONIST (working student)**

Caranto Optical

San Jose City Nueva Ecija, Philippines

**Sept. 1997-March 1999**

**EDUCATIONAL ATTAINMENT**

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**College**

**BACHELOR OF SCIENCE in SECONDARY EDUCATION Major in Math- Bachelors Degree THE COLLEGES OF THE REPUBLIC** San Jose City, Nueva Ecija, Philippines 1997-2001

**Secondary**

**Dona Juana Chioco National High School**

Lupao, Nueva Ecija, Philippines

1993-1997

**Primary**

**Salvacion II Elementary School**

Salvacion II Lupao, Nueva Ecija, Philippines

1987-1993

**RECOGNITION**

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**GRAND SLAM WINNER - BEST IN ATTENDANCE AWARD FOR THE WHOLE YEAR**

Ever Commonwelth Center, Inc.

2004, 2005, 2006, 2007

**SECOND HONORABLE MENTION**

**(Consistent Honor Student)**

Dona Juana Chioco High School

**SALUTATORIAN**

**(Consistent Honor Student)**

Salvacion II Lupao, Nueva Ecija

**SEMINARS**

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**Career Placement and Workshop**

17th day of February 2001

The Colleges of the Republic

**IT SKILLS**

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**Windows & Office Tools**

 MS Word, Excel, Power Point, Outlook, Advanced

* Knowledge in ERP (BAAN)

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**PERSONAL INFORMATION:**

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|  | Profile: | Female, Married |
|  | Nationality: | Filipino |
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