Jemimah

HR GENERALIST

“To be part of an organization where I can utilize my skills and can help me to achieve personal growth and professional development.”

[Jemimah-395684@gulfjobseeker.com](mailto:Jemimah-395684@gulfjobseeker.com)  Al Nahda , Sharjah, UAE  31 May, 1996

**WORK EXPERIENCE**

**HR Asssistant**

*12/2018 – 04/2019 Quezon City, Philippines Achievements/Tasks*

Preparing monthly report (contribution and loans) and preparing Certificate of Contribution CSF, and CF-1



Responsible for enrolling newly hire by preparing ER2, R1-a and RMTLD report every month



Serves as a Liason oﬃcer to process concerns and payment with the mandated government benefits.



**Timekeeping Associate**

*06/2018 – 08/2018 Quezon City, Philippines Achievements/Tasks*

Generating data (In and Out, Leaves and Overtime) from the system Sending an email / attendance confirmation; two times a week to each account.



Doing payroll adjustment bound for the next cut-oﬀ.



Monitoring of emails; answering payroll related concern of employees; Handling less than 1000 employees.



**PERSONAL SKILLS**



Human Resource Information System



Intermediate knowledge on MS Oﬃce



Good intrapersonal and communication skills



Keen to details Strong management skills

**AWARDS**

Dean's Lister (06/2012 – 04/2016)

*Graduate with 1.5 GPA*

**EDUCATION**

Polytechnic University of the Philippines (06/2012 – 04/2016)

Bachelor's Degree major in Human Resource Development



**HR Assistant**

Group of Companies

*07/2016 – 02/2018 Quezon City, Philippines Achievements/Tasks*

Handles end to end recruitment and maintaining 201 files of employee.



Processing Time and Attendance of employees every 8th and 23rd of the month and Compute salary of daily rate employees. And handling Human Resource Information System or HRIS.



Processing the government mandated benefits of newly hired employees.



Receive incident reports, prepare disciplinary letters, reprimands and served.



Notify and update manager for every 1st, 3rd and 5th month appraisal of each employee.



Attending employees’ concern (e.g. compensation and benefits)



Assisting HR Supervisor and HR Oﬃcer. Assisting in all Human Resource facets



**LANGUAGES**

English Tagalog

*Full Professional Proficiency* *Native or Bilingual Proficiency*

**REFERENCE**



Character Reference will be given upon request.