**AREAS OF EXPERTISE**

* *Human Resources Management*

**TRAINING & CERTIFICATES**

1. *Certified Human Resources Professional (CHRP)*
2. *Certified Recruitment Analyst (CRA)*
3. *Othello Strategic Intelligence Mindset Specialist*

**SKILLS& COMPETENCIES**

1. *Job Analysis/Recruitment Analysis*
2. *Talent Acquisition*
3. *Training & Development*
4. *Compensation & Benefits*
5. *HR Manual & Job Description design & implementation*
6. *Adaptability &Flexibility*
7. *Leadership*
8. *Flexibility*
9. *A comprehensive knowledge of Human Resources Management principles*

**ACADEMIC QUALIFICATION**

*De La Salle – College of St. Benilde*

Bachelor of Science in

Human Resources Management– 2011

*Technological Institute of the Philippines*

Bachelor of Science in

Mechanical Engineering– Undergraduate

**PERSONALDETAILS**

*Date of birth:* 23-Apr-1988

*Status:* Single

*Nationality:*Filipino

John

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Human Resources Management

PERSONALSUMMARY

*An experienced, innovative, flexible and energetic Human Resource Management Generalist, who possesses five (5) years’ experience in HR Management from several industries and able to work and implement different facets of Human Resources Management with clarity, accuracy, and quality. Possessing a demonstrated ability to produce work that focuses on efficiency and effectivity to minimize losses and produce gains to address the continuous needs of the company/client. Has also proved the ability to prioritize and work to tight deadlines.*

*A quick learner who can work under pressure and would eagerly learn and grow individually and with a team. A challenge-seeker who can easily cope up and has a recognized ability to work proactively in a fast-paced busy environment.*

# **WORKEXPERIENCE**

## Stanley Global Management Services – Abu Dhabi, UAE

HR Officer September 2017 – Present

## Duties:

* Design, develop, and implement Policies and Procedures, Systems and HR Initiatives.
* Support the management on implementing the disciplinary procedures and dealing with grievance procedure.
* Manages the recruitment process, which involves: posting job advertisements, checking application forms, shortlisting, and interviewing and selecting candidates.
* Develops and design jobs based on the requirements of the company which involves: preparing the job descriptions and person specifications, creating position manuals per position, and applying strategies to maximize performance and extant competencies.
* Identifies individual and departmental targets (which includes KPI’s and KRA’s).
* Assist and initiate the performance management process.
* Maintain employee records according to policy and legal requirements.
* Liaise with the Finance department in processing the company payroll.
* Review employment and working conditions to ensure legal compliance, initiate improvements if necessary.
* Promote equality and diversity as part of the culture of the organization.
* Advise employees on pay and other remuneration issues, including promotion and increments.
* Initiates regular salary and KPI reviews.
* Interprets and advise employees on matters involving employment law.
* Develop HR planning strategies, which consider immediate and long-term staff requirements.
* Develop training and development plans – sometimes deliver trainings & inductions for new staff.
* Analyze training needs in conjunction with departmental managers.
* Facilitate employee exit process.
* Design all HR-related forms that would be needed in the day-to-day HR operations.
* Monitors employee attendance and consolidate employee attendance sheets for monthly payroll preparation.
* Design the company’s salary structure and advise changes, if needed.

## Jolly Rose Bakeshop Corporation - Philippines

HR and Operations Consultant July 2015 – September 2016

## Duties:

**General Human Resources:**

* Implements policy and disciplinary procedures.
* Plans employee engagement events to ensure increased satisfaction and morale of employees.
* Ensures efficient flow of HR Processes by conducting timely HR Audits.
* Drafted the company’s HR Policy Manual to maximize profitability of the company and initiate amendments, if needed.
* Monitors KPI of Key positions and ensures that targets are met during the Quarterly KPI review.

**Recruitment:**

* Conducts end-to-end recruitment process.
* Drafts and prepares employee contracts, to ensure that the contract does not conflict Philippine Labour Law, without sacrificing the company’s profitability.
* Ensures the actual manpower does not exceed the manpower budget per department.
* Drafted the company’s job descriptions and propose changes, if necessary.
* Restructured the whole company’s recruitment process, introduced new techniques and tools to increase efficiency of company’s hiring process.

**Training & Development:**

* Conducts relevant training and orientation to employees, supervisors and managers.
* Conducts coaching sessions to employees and supervisors.
* Monitors the progress of employees who has undergone the coaching program and suggests necessary actions to employees.

**Compensation & Benefits:**

* Restructured the company’s whole rewards management program to ensure that the company standards meet with the market standards.
* Conducts benchmarking procedures and create strategies to attract good quality talents, as far as compensation & benefits is concerned.

**Operations:**

* Ensures increased satisfaction from clients by conducting periodic customer satisfaction survey.
* Ensures increased production efficiency by meeting the order demands of the clients.
* Monitors the company’s costing and ensures that the profitability target is achieved during production.
* Monitor and control the cash inflow and outflow in the company.
* Ensures that all collections are collected on time and payables are paid on time.
* Monitor production-related expenses and cut costs if necessary.
* Ensures that the budgets and business plans are followed.
* Prepare and monitor the daily, weekly, and monthly raw materials budget of the company.

**Achievements:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Decreased employee turnover by 85%. | 6 | Increased efficiency in Training & Development |
| 2 | HR & Operations System is set-upped. | 7 | Policies & Procedures Manual is created |
| 3 | Company first posted its profit after 1 year of operation. |  |  |  |
| 4 | Performance Appraisal and rewards system is standardized |  |  |
| 5 | Increased recruitment efficiency |  |  |

## Freelance – Manila, Philippines

Freelance HR ConsultantOctober 2013 – July 2015

## Duties:

**General Human Resources Management:**

* Conducts HR Audits on client company’s HR practices.
* Suggests improvements on client company’s HR practices based on findings of HR audits.
* Drafts client’s HR Policies & Procedures and suggest improvements if needed.
* Drafts and implements several Job Descriptions for critical roles.

**Training & Development:**

* Conducts training analysis to provide a structured training program to the client company’s training departments.
* Conducts needs analysis to find out which training the client needs.
* Suggests trainings on several positions based on the outcome of their Performance Appraisals.
* Provides cost-benefit analysis on the training provided by the client companies.

**Recruitment:**

* Provides end-to-end recruitment services (from sourcing to boarding).
* Sources candidates and conducts initial interview before endorsing them to the client’s HR Department.
* Assists in the boarding process of employees, particularly the government-related matters and other mandatory requirements.
* Conducts Recruitment Analysis to increase the efficiency of the HR’s recruitment process and suggests improvements when needed.

**Compensation & Benefits and Payroll Management:**

* Conducts Benchmarking procedures to keep the client up to date with the current market trend as far as Rewards Management is concerned.
* Drafts the client company’s compensation & benefits/reward program as per the client’s specification.
* Matches clients’ key positions compensation & benefits with the market standards.

## Cristal Hotels & Resorts (Salam Hotel)– Abu Dhabi, UAE

HR & Training Clerk (Pre-Opening Staff) July 2011 – August 2013

## Duties:

**Talent Acquisition:**

* Handles end-to-end recruitment cycle for Junior positions
* Initial screening for Critical position and coordinates with the Head of Departments once applicant passed the initial screening.
* Assist the Human Resources Officer and Director of Human Resources in monitoring the manpower as against the budget to ensure that each department will not have an excess manpower.
* Manages the job recruitment mediums of the company to ensure that proper candidates are properly obtained from a pool of talents.
* Drafting and preparation of offer letters.
* Assists PRO on visa processing/visa cancellation of joiners and leavers.

**Human Resources Operation:**

* Handles Key HR processes and documentation
* Ticket booking for all employees of the hotel/property
* Pre-orientation and briefing of new employees.
* Conducts Exit Interview and assist employees in the exit process
* Drafts and finalizes the standard HR process for new employees (e.g. confirmations, transfers, increments)
* Drafts training plans for internship trainees.
* Ensures that employee files are in order and up-to-date.

**HR Administration and Reports**

* Prepares monthly payroll report , operational report, and turnover reports
* Administration of leaves, vacation & resignation/termination
* Generates monthly manpower report from the HRIS
* Prepares Local Purchase Orders and Memos
* Prepares entry of joiners and deletion of leavers in the HRIS.

**Employee Engagement and Staff Welfare:**

* Preparation of month-end / year-end parties and other activities related to employee engagement and staff welfare
* Maintain staff cafeteria
* Coordinates with various companies during staff outings
* Responsible for employee grievances and queries
* Attends food committee meeting in the absence of Asst. Human Resources Manager.

REFERENCES –Availableonrequest.