**ERIKA**

**HR Generalist**

erika.369720@2freemail.com

**Responsible in full human resources;** recruitment, placing ads on internal/external job boards, applicant interviews, making job offers, organizing employees record & payroll entry et al.

**Well-developed interpersonal skills with outstanding verbal and written communication skills**, able to establish and maintain productive relationships across all organizational levels.

**PROFESSIONAL EXPERIENCE**

**HR cum ADMINISTRATOR**

**OMISOL GENERAL MERCHANDISE**

October 2015 – January 2017 | Iligan City, Phils.

 Excellent time management with vigorous coordinating schedules, maintaining calendars, transportation arrangement, booking travel for both passengers|cargo thru sea, land & air.

 Imported|local goods purchasing, data entry, marketing analysis and preparing presentations for the General Manager’s approval.

 Produce, liquidate & manage all inventory reports.

 Track and review the status of customers’ purchase orders.

 Hired and trained employees to their respective duties.

**HR GENERALIST**

**WATSONS PERSONAL CARE STORES INC.**

August 2014 - September 2015 | SM Cagayan De Oro City, Phils.

 Hired as timekeeper but effectively functioned as a generalist through a series of increasingly responsible management positions based on productivity. Responsible for timekeeping for 11 retail

|  |  |  |
| --- | --- | --- |
|  | locations in Northern Mindanao with approx. 250 employees. Assisted managers with employee relations by following | ADMINISTRATION MAJOR in**HUMAN RESOURCES** |
|  | progressive discipline policies. | **DEVELOPMENT MANAGEMENT** |
|  | Prepared the department for new store location openings. | LICEO DE CAGAYAN UNIVERSITY |
|  | Attended store hiring events and stood as main contact person for | Graduated 2014 |
|  | professional employment organizations. Processed promotions, | Cagayan De Oro City, Phils. |
|  | rate changes, terminations, leave of absences, internal transfers, |  |
|  | contractors and other changes affecting human resources payroll. | Intermediate School |
|  | Maintained accurate employee records. | LA SALLE ACADEMY, 2009 |
|  | Organized training schedules for new and existing staff and kept | Iligan City, Phils. |
|  | training records up to date. |  |

**SKILLS**

 Event Planning

 Proficient in MSWord, MSPowerpoint, MSPublisher, MSExcel

 Visual Presentation

 Comprehensive Internet Research

 Knowledgeable in Adobe Photoshop and Ads Layout/Design

**CORE COMPETENCE**

Worked well individually under pressure hence as an efficient and reliable

team player

Achieves and targets to exceed expectation and goals by implementing strategies

Dedicated to achieving business objectives by delivering quality service

Maintained HR system by posting new position, updating changes, and tracking applicant information

**EDUCATION**

Bachelor of BUSINESS