

**MARIA ELIRENE**

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**OBJECTIVE:**

To be an integral part of an organization where I can apply my knowledge and professional skills to add value to company’s business, and achieve the corporate objectives whilst getting a valued exposure.

**KEY COMPETENCIES**

* Multi-tasking capabilities and motivational skills.
* Team player and strong interpersonal skills.
* Good communication and organizational skills.
* High regard for honesty, integrity and reliability.

**WORK EXPERIENCE**



**HR ADMINISTRATOR**

Tatweer Technology Solutions

Dubai, UAE

December 2017-april 2018



* Be the first point of contact for all HR-related recruitment/queries.
* Administer HR-related documentation, such as contracts of employment.
* Ensure the relevant HR database is up to date, accurate and complies with legislation.
* Handles recruitment process from A-Z.
* Liaise with recruitment agencies.
* Set up interviews and issue relevant correspondence.
* To produce letters of employment, schedule of employment and job profiles.
* Conduct searches to find needed information/candidate, using job boards.



**HR AND ADMIN OFFICE**

Caspian Chemical FZCO

Dubai, UAE

January 2015-November 15, 2017

* Over all supervision of the HR/Admin Department.
* Maintain employees’ attendance, leave and performance review.
* Supervise other clerical staff, and provide training and orientation to new staff.
* The duty of recruiting, selecting and training new employees, while simultaneously keeping the current employees through coaching and counseling.
* Assigning certain employees to undertake operational requirements, while following up on their progress.
* Responsible for maintaining the relevant systems for recruitment activities and staff benefits.
* Administering for payroll computation.
* Organize the office's operations and procedures.
* Manage a particular company project from A-Z
* Schedule and confirm appointments for clients, customers, or supervisors.
* Set up and maintain paper and electronic filing systems for company records.
* Collect and disburse funds from cash accounts, and keep records of collections and disbursements.
* Attend to other ad hoc activities as maybe delegated by immediate supervisor.



**HR MANAGEMENT ASSISTANT**

Philippine Health Insurance Corporation

January 2000- October 2014

* Officer- in –Charge in the Compensation and Benefits of Employees in the Corporation;
* Responsible in the processing of employees payroll, allowances and other benefits as may deemed approved by the Corporation;
* Directly involved in the computation of health benefits of employees;
* Performs employee relations such as dealing with grievances and implementing disciplinary procedures;
* Planning, delivering, training-including inductions for new staff;
* Analyzing training needs in conjunction with departmental managers;
* Administering payroll and maintaining employee records;
* Interpreting and advising on employment law;
* Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
* Advising on pay and other remuneration issues, including promotions and benefits;
* Undertaking regular salary review;
* Negotiating with staff and their representatives on issues relating to pay and conditions.
* Working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
* Promoting equality and diversity as part of the culture of the organization;
* Liaising with a wide range of people involved in policy areas such as staff performance and health and safety;
* Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates.

**CLAIMS PROCESSOR**

* Provide timely processing and adjudication of claims.
* Prepare documents and other paper work relating to claims processing.
* Tale responsibility of payment of claims in compliance with rules.
* Respond to inquiries and resolve pertaining to specific claim issues.
* Maintain working relationship with departments processing claims.
* Assist staff in processing complicated claims.
* Bring to notice special policy matters to the attention of the management.
* Scrutinize claims as to the authenticity of claim reimbursement.

**DATA ENCODER**

* Encode/Inputs data in database system.
* Ensures the accuracy in the data in the system.

**EDUCATION**

Degrees : Bachelor of Science in Nursing

 University of Pangasinan

 Dagupan City, Philippines

**PERSONAL BACKGROUND**

Nationality : Filipino

Status : Married

Passport Number : EC2373184