



KRIZELLE JOYCE M. [REDACTED]
[REDACTED]

To obtain a position where I may apply my professional experience, enhance my capabilities, develop new skills by working in a credible institution, and impart my knowledge for the continuous improvement of the organization.

Skills/Character traits:

- Trustworthy, open-minded, hardworking, and willing to learn and improve knowledge related to Human Resources.
- Can communicate with different kinds of people, flexible, adaptable in any social and working conditions.
- Good in oral and written communication and interpersonal skills.
- Computer literate; Can work with Microsoft Office 365 such as Outlook, Teams, Word, basics in Excel, and PowerPoint.
- Registered Psychometrician

WORK EXPERIENCE

[REDACTED] October 2019 – present

HR Generalist

Recruitment, Compensation & Benefits

- Posts and updates job vacancies
- Scouts and recruits prospective applicants
- Conducts preliminary interview and schedules interview with the requesting Head and final interview with the School Director
- Administers, scores, and interpret pre-employment examinations of applicants
- Assists newly hired employee/s in filling up and accomplishing necessary documents relative to their SSS, BIR, PhilHealth, and Pag-ibig status and update.
- Conducts orientation on the company's policies, rules, and regulations
- Prepares 201 files for newly hired employees and maintains existing 201 files
- Update and maintain records in the personnel database
- Administer benefits through SSS, BIR, Pag-ibig, and PhilHealth
- Prepares and summarizes Payroll Report (leave, deductions, overtime) and submit to Payroll Office
- Reports employees for enrollment and deletion in health and insurance benefits
- Monitors and summarizes weekly submission of employees' *Individual Output Report*
- Issues notice to explain for unexcused tardiness
- Facilitates Training and Development activities
- Implements Special Projects and Corporate activities
- Requests and receives office supplies for the Human Resources Department

November 2016 – May 2019

HR Officer

Total Rewards (*Timekeeping and Compensation & Benefits*)

- Produces Identification Cards for the newly hired employees
- Records attendance of employees
- Receives and records request for sick leave and vacation leave
- Validates overtime work, leaves taken and tardiness incurred by employees
- Administer benefits through SSS, BIR, Pag-ibig and Philhealth
- Enroll employees of health card benefits
- Issues notice to explain for unexcused tardiness
- Facilitates Training and Development activities
- Implements Special Projects and Corporate activities
- Oversees the safety, health, and environmental policy of the company in a designated area
- Reports incident/accident happened in the workplace area
- Attend meetings and seminars by the HRAD-DESH and TMP

February – November 2016

HR Officer

Talent Acquisition (*Recruitment and Selection*)

- Posts and updates job vacancies
- Scouts and recruits prospective applicants
- Conducts preliminary interview and schedules interview with the requesting Manager and final interview with the HRAD Manager
- Administers, scores and interpret pre-employment examinations of applicants
- Conducts employment verification or character check on applicants
- Assists newly hired employee/s in filling up and accomplishing necessary documents relative to their SSS, BIR, PhilHealth and Pag-ibig status and update;
- Conducts orientation on the company's policies, rules, and regulations
- Prepares 201 files for newly hired employees and maintains existing 201 files
- Update and maintain records in the personnel database
- Requests and receives office supplies for the Human Resources Department

October 2015 – January 2016

105 Samson Road, Caloocan City

Casual Employee – College of Arts and Sciences

EDUCATIONAL BACKGROUND

College :

Bachelor of Science in Psychology
120 McArthur Highway, Marulas,
2011-2015

- **Board Passer** (Licensure Examination for Psychometricians, July 2015)

High School:

2008-2011

PERSONAL DATA

Date of birth : [REDACTED]
Place of birth : [REDACTED]
Civil Status : [REDACTED]
Religion : [REDACTED]
Nationality : [REDACTED]

CHARACTER REFERENCES

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