



**WELCEDES [REDACTED]**  
[REDACTED]  
[REDACTED]  
[REDACTED]

## **PROFESSIONAL EXPERIENCE**

### **SUMMARY OF QUALIFICATIONS:**

Accomplished HR and Administrative professional with over 20 years of solid experience across key human resource functions, including Performance Management, Employee and Labor Relations, Benefits Administration, Learning and Development, Recruitment, Payroll Processing, Employee Records Management, and Office Administration.

Well-versed in HRIS and internal systems for data entry, employee records retention, and workforce analytics. Played a key role in the development and implementation of company-wide HR and administrative policies, ensuring strategic alignment with business goals and full compliance with labor laws and regulations.

Proficient in all aspects of office operations and administration, with advanced skills in Microsoft Office applications. Experienced in talent sourcing through platforms such as LinkedIn, SEEK, and Indeed. Technically adept in using tools such as Adapt, DaxTra Technologies, Esofwin, ELID, and various timekeeping software. Demonstrated expertise in preparing and submitting government reportorial requirements in a timely and compliant manner.

### **PERSONAL TRAITS AND ATTITUDE:**

- Strong multi-tasking ability with proven experience managing concurrent HR projects, from policy implementation to employee engagement initiatives.
- Excellent interpersonal and communication skills; able to build trust and collaboration across all levels of the organization.
- Passionate about continuous improvement, both personally and professionally, with a growth-oriented mindset.
- Self-driven and highly motivated, with a strong commitment to HR excellence and organizational success.
- Strategic and goal-oriented leader with a proactive approach to problem-solving, policy development, and team guidance.
- Quality-focused and results-driven, ensuring timely execution of HR deliverables aligned with company objectives.
- Detail-oriented and process-focused, with the ability to anticipate HR challenges and implement effective solutions.
- Effective team player and mentor; known for empowering staff while also working efficiently with minimal supervision.
- Well-organized and adaptable, capable of navigating change and driving HR initiatives in dynamic work environments.

**AVAILABILITY:** 15 days after acceptance of offer.



- Manage office supplies inventory, procurement, and vendor relationships.
- Ensure equipment is maintained and issues are resolved promptly (e.g., IT, utilities, furnishings).
- Organize and oversee office layout and general upkeep.
- Oversaw day-to-day office operations, including supply procurement, facilities maintenance, repair coordination, and office/building compliance requirements.
- Coordinate administrative activities such as scheduling meetings, managing calendars, and arranging travel.
- Maintain filing systems (physical and digital) for easy access and data security.
- Managed the end-to-end VISA and work permit processes for expatriate employees, ensuring legal compliance and timely renewals.

#### **Budget and Financial Administration:**

- Assist in preparing and monitoring administrative budgets and expenses.
- Process invoices, expense reports, and maintain petty cash records.

#### **HR and ADMIN SUPERVISOR**

██████████  
**Phil AXA Life Centre**  
**Unit 2003/2004 Sen. Gil Puyat Ave., corner Tindalo St., Makati City**  
**September 2014 to December 2016**

██████████ is a well-established, professional IT services and recruiting company with offices in Manila and Hong Kong. We are also an IBM iSeries specialists and a LANSA partner, providing software development and support services.

**As HR and Admin Supervisor**, my duties and responsibilities include the following:

#### **Human Resources Administration**

- Coordinate recruitment activities:
  - Draft job advertisements.
  - Confirm ad content with the hiring manager.
  - Post job advertisements.
  - Track and manage applicant feedback.
  - Conduct HR interviews.
  - Negotiate salaries (in consultation with the hiring manager).
  - Complete hiring documentation.
  - Arrange workspace, equipment, and system access for new hires.
- Support hiring managers with ongoing HR functions.
- Design, implement, and evaluate staff training and development programs, customer service initiatives, and performance measurement systems.

#### **Office Administration**

- Process incoming mail.
- Manage office equipment purchases and maintain inventory.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Analyze internal processes and recommend/implement procedural or policy changes and service standards to improve operations (e.g., supply chain improvements, record disposal).
- Coordinate office services such as supply acquisition, asset disposal, relocations, parking, maintenance, and security.
- Monitor facilities to ensure they are safe, secure, and well-maintained.
- Research, compile, and prepare reports, manuals, correspondence, and other materials required by management or governmental agencies.

- Maintain regular communication with Head Office to coordinate cross-location administrative activities.
- Assist with travel and accommodation arrangements for visiting staff.
- Perform other administrative tasks as assigned by the immediate supervisor or manager.

### **Financial Administration**

- Process monthly cheque requests and prepare related reports.
- Reconcile and report petty cash on a monthly basis.
- Prepare and issue client billing/invoices.

### **Sr. HR/Admin (Night Shift) – Offshore Recruiting Center (ORC)**

**January 2013 – October 2014**

is a global leader in IT professional services with over 34 years of expertise in IT strategy, application development, testing, and systems integration.

#### **Key Responsibilities & Achievements:**

- Coordinate daily operations of the Offshore Recruiting Team, reporting directly to the Recruiting Director.
- Maintain and update recruiting metrics and dashboards on a daily, weekly, monthly, and year-to-date basis to support data-driven decisions.
- Format and upload candidate resumes to the centralized recruitment database, ensuring consistency and professionalism.
- Prepare employment contracts for both internal staff and external consultants on an as-needed basis.
- Oversee procurement and inventory management of office supplies, ensuring cost-efficiency and availability.
- Act as liaison between ORC and HR, Finance, and other departments to address and resolve interdepartmental concerns.
- Maintain and update 201 personnel files, ensuring compliance with documentation requirements and timely follow-ups.

### **HR/Admin Associate**

**Unit 601 Globe Telecom Plaza Tower 1 Pioneer Mandaluyong City  
November 2005 to December 2012**

a software engineering company with over 15 years of experience in developing software for the enterprise and consumer markets.

A key HR and administrative team member supporting company-wide operations, executive assistance, and government compliance for a mid-sized software development firm.

#### **Key Responsibilities:**

#### **Human Resources & Recruitment**

- Conducted end-to-end recruitment: sourcing, pre-screening, interview scheduling, and onboarding.
- Maintained 201 files and employee records; ensured complete pre-employment requirements.
- Facilitated new hire orientation, ID production, and contract notarization.
- Monitored employee attendance, timekeeping (TIMECHECK/Esofwin), and leave records.
- Processed HMO enrollments, SSS/Pag-IBIG/PhilHealth contributions, and loan applications.
- Handled government benefit claims: maternity, sickness, EC, and housing loans.

#### **Compensation & Benefits**

- Submitted bi-monthly payroll attendance reports.
- Monitored contract expirations and benefits eligibility for all employment levels.
- Prepared reports and documents required for DOLE compliance and audits.

### **Employee & Labor Relations**

- Drafted and routed company memoranda; organized HR events (team buildings, job fairs).
- Supported disciplinary action documentation and coordination.
- Assisted with resignation process, clearances, and offboarding.

### **Administrative Support**

- Managed office supply inventory, procurement, and vendor coordination.
- Handled petty cash, purchasing documentation, and liquidation.
- Supervised janitorial and messenger staff; ensured facility cleanliness and maintenance.
- Supported logistics for HR, marketing, and executive functions.
- Maintained non-IT fixed asset inventory and accountability reports.

### **Travel & Visa Coordination**

- Arranged domestic and international travel for executives and employees.
- Prepared visa documentation, managed travel allowances, and processed reimbursements.

### **Executive Assistance**

- Provided administrative support to CEO/COO/Managing Director.
- Managed executive calendars, correspondence, vehicle scheduling, and insurance renewals.
- Liaised with external agencies for compliance and licensing (SEC, SSS, LGU, etc.).

### **HR Clerk (Contractual)**

**[REDACTED]**  
**Km. 21 East Service Rd., Sucat, Muntinlupa City**  
**April 2005 – September 2005**

**[REDACTED]** operating under the ServiceMaster brand in the Philippines, is a leading provider of facilities management services. Established on October 22, 1996, FMI holds the master franchise for ServiceMaster Clean and ServiceMaster Management Services in the country. The company is a subsidiary of U-BIX Corporation, a prominent office systems services provider in the Philippines

- Assisted employees in processing SSS benefits, including sickness, maternity, disability, retirement, death, employees' compensation, and salary loans
- Facilitated Pag-IBIG benefits such as salary and housing loans
- Supported employees with PhilHealth services, including ID card issuance and hospital/medical coverage
- Prepared and submitted transmittals for Pag-IBIG and SSS loans
- Represented the company as Fund Coordinator
- Prepared employment certificates and contribution certificates (SSS and PhilHealth)
- Facilitated TIN number/card applications for newly hired employees
- Endorsed receipts/books for BIR registration
- Processed compliance requirements for the Department of Labor and Employment (DOLE)
- Handled phone inquiries of employees related to SSS, Pag-IBIG, maternity, and sickness benefits
- Performed administrative duties including filing, typing, encoding, and monitoring HR forms

### **HR / Administration, Accounting Assistant**

**[REDACTED] – Topy's Bldg., Bagumbayan, Libis, Quezon City**  
**January 2002 – March 2005**

██████████ is a Filipino-owned company based in Quezon City, Philippines. Established in May 2001, it specializes in providing equipment and solutions for the semiconductor and electronics manufacturing industries. Their product offerings include advanced ionizer systems for cleanrooms and electronic workstations, semiconductor equipment such as wafer and frame expanders, curing systems, dicing and backgrinding tapes, and FOUF/MSIF/cassette cleaners.

#### **As an HR Assistant**

- Assisted the HR Manager in daily operations including recruitment, employee relations, and benefits administration
- Coordinated recruitment activities such as applicant sourcing, screening, interview scheduling, and test facilitation
- Maintained and monitored employee attendance records and vacation/sick leave (VL/SL) balances; submitted related reports to payroll
- Supported employee relations by preparing internal communications, posting announcements, and managing medical supply inventory
- Organized and maintained HR records and prepared weekly departmental reports

#### **As an Administrative Assistant**

- Represented the company in external transactions related to government compliance and documentation (SEC, SSS, Pag-IBIG, PhilHealth, BIR, embassies, and business permit renewals)
- Prepared and submitted applications and renewals for various regulatory requirements

#### **As an Accounting Assistant**

- Assisted in the preparation and release of vouchers and checks
- Prepared disbursement reports and managed petty cash fund distribution and liquidation
- Ensured timely remittance and reporting of government contributions (SSS, Pag-IBIG, PhilHealth, BIR) on a quarterly basis

#### **Underwriting Staff**

██████████ Makati City  
August 1996 – January 2001

██████████ is a leading financial services organization in the country, operating under the name Sun Life of Canada (Philippines), **Inc.** Established in 1895, it is the first and longest-standing life insurance company in the Philippines

- Processed new business applications and ensured accurate filing of submitted documents
- Encoded requirements for streamlined document retrieval and management
- Handled incoming and outgoing departmental correspondence to support workflow efficiency
- Maintained organized filing of medical documents, including X-ray plates
- Prepared daily inventory reports for department documentation tracking
- Assisted with attending physician requests and payment processing
- Performed various clerical and administrative support tasks to aid department operations

#### **Key Skills:**

- Strong organizational and time management abilities
- Proficient in planning and scheduling HR operations
- Advanced MS Office skills (Excel, Word, PowerPoint, Outlook)
- Excellent verbal and written communication skills
- Proven leadership and team coordination experience

**EDUCATIONAL BACKGROUND**

**Bachelor of Science in Secretarial Administration**

[REDACTED]  
[REDACTED]

1992 – 1996

**High School**

[REDACTED]  
Malibay, Pasay City

**Elementary**

[REDACTED]  
Malibay, Pasay City

**SEMINARS/TRAINING ATTENDED:**

**Effective Presentation & Facilitation Skills**

[REDACTED]  
BGC Taguig City  
January 2020

**SERIES OF ISO ORIENTATION/SEMINARS**

August to November 2021

**Company Customized Future Fit Trainings**

Well Being Modules (Team Coaching)  
Collaboration Modules, Agility Sprint  
March 2022

**Leadership PRISM**

[REDACTED]  
NSW Australia  
August 2023

**SUPERVISORY TRAINING**

6F Globe Tower,  
Pioneer Mandaluyong City  
October 2012

**EMPLOYEE DISCIPLINE SEMINAR**

With Latest Updates and Practical Cases  
Discover LABOR LAW and PRACTICAL Tips & Techniques  
Crowne Plaza Galleria  
May 31, 2011

**TAX SEMINAR (FRINGE BENEFIT TAX)**

Shangri-La Hotel, Makati City  
July 10, 2003

**PERSONAL BACKGROUND**

Date of Birth [REDACTED]  
Civil Status [REDACTED]

**REFERENCES**

References will be furnished upon request.