



GABRIEL



OBJECTIVE

Aspiring for a job in a growth oriented organization, where my recruiting experience can be used for making a positive contribution in the human resources department by putting in maximum efforts.

SKILLS

- Proficient in Microsoft Office Applications
- Great communication skills
- Great interpersonal skills
- Recruitment and Selection
- Employee Relations

EDUCATION

BSBA Human Resource Development Management major in Business Analytics | 2014 - 2018

- Member, People Management Society

| 2010 - 2014

REFERENCES

Available upon request

WORK EXPERIENCE

HR Corporate Services Sr. Associate

[REDACTED] | Feb 2024 - Sept 2024

- Handles corporate budget monitoring
- Processing of billings
- Responds to varied vendor/supplier behavior and other operational situations and concerns
- Provides company phone to employees and renewal
- Handles asset monitoring

HR Talent Management Sr. Associate

[REDACTED] | Jan 2023 - Jan 2024

- Handles volume end to end recruitment from sourcing of candidates up to onboarding
- Conducting phone screening and face to face interviews with the candidates before endorsing and scheduling their interview with the line manager
- Sourcing applicants through Job Portals (JobStreet, Indeed, LinkedIn, Ayala Careers Portal, Ayala Land Careers Portal, etc.)
- Updates employee database
- Discussed job offers and facilitated signing of employment contracts to new hires
- Discussing hiring needs with the line managers
- Monitor probationary period of new hires
- Handles recruitment of student interns
- Facilitate assessment tests with the applicants
- Prepares weekly hiring report
- Prepare new hires' pre-employment requirements (Filing of 201)

HR Talent Management Associate

[REDACTED] | Feb 2019 - Jan 2023

HR Intern

[REDACTED] | Aug 2018 - Dec 2018

- Sourcing of candidates
- Assisting in corporate events
- Assists in onboarding of new hires