

Ruby [REDACTED]. Cometa, REB



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A four-year veteran in operations, customer service, accounting, and legal contexts as an Operations Manager. Competent in collaboration and communication, committed to finding solutions.

With more than four years of experience also as a Human Resource Practitioner with focus on Organizational Development, Performance Management, Compensation and Benefits, and Employee Relations.

WORK EXPERIENCE

Operations & HR Manager



June 2020 - Present

- Established the overall HR Department of the company by providing COC and other SOPs
- Established the Customer Service Department, drafted its policies and ensured its efficient day to day operations
- Established the company's ERP system ensuring real time posting of payments and accurate computations of clients records, 100% efficiency in its Credit and Collection and ensure that targets and expenses are met.
- Monitors and meets all legal complaints/matters of the company.
- Ensures that government processing are processed such as but not limited to Business Permit, GIS, SEC, BIR, Philhealth, SSS etc.

Employee Relations Officer



December 2016 - May 2018

- Ensured that all matters pertaining to employee conduct are processed
- Ensured that all Employee Relations activities are conducted based on the calendar of activities



CERTIFICATION

Licensed Real Estate Broker

Passed 2024

Professional Regulations
Commission

EDUCATION

Master in Business Administration



August 2023 - present

Bachelor of Science in Real Estate Management



2022

Bachelor of Science in Psychology



2012

RELEVANT SKILLS

- Planning and Presentation Skills
- Negotiation and Customer Service Skills
- Operations, Admin and Finance Skills
- Basic Legal Skills
- Real Estate Skills
- Human Resource Skills