



KENELLE JHALLE B. SYDIONGCO

CONTACT:

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SKILLS

- **Administrative and VA support**
- **Email & Calendar Management**
- **Google Workspace (Word, Excel, Outlook)**
- **Microsoft Office**
- **Email Support**

PROFILE

Human Resources professional with a strong background in compensation and benefits administration, general HR support, and remote operations assistance. Skilled in managing employee data, coordinating benefits programs, verifying onboarding/offboarding compliance, and performing administrative tasks with accuracy and confidentiality. Proven ability to work effectively in remote or hybrid environments, including appointment scheduling and online coordination.

WORK EXPERIENCE

(OC) CHECKER RECEIPT INTERNATIONALLY

2025-2026

OC Checker in field operations, where I verified international bank receipts by cross-checking transaction details such as amount, timestamp, UTR, UPI ID, and reference number against internal system records to ensure accuracy and prevent discrepancies, maintained transaction logs and reports using Google Sheets for tracking and audit purposes, and coordinated with the team through Discord for real-time communication and operational transparency. Platform GSLOT, MBM & DIWA. Performed CRM system verification tasks, including validating receipts and manually reconciling or posting receipt amounts to customer accounts.

WEBTECH (REMOTE)

INBOUND AND OUTBOUND CALLS APPOINTMENT SETTER

2025

Conducted outbound cold calls to U.S. business owners to promote online booking enhancement services, qualified leads and scheduled appointments, documented interactions in CRM systems following compliance and data accuracy protocols, and utilized web-based dialing, email, and internal reporting tools to meet performance targets.

RECRUITMENT COORDINATOR

PBCOM AYALA AVENUE MAKATI YR: 2025

The recruitment and selection process for models within the adult entertainment industry, focusing on Paris-based candidates, ensuring strict compliance with predefined criteria including English fluency, professional presentation, and required physical standards. I managed client relations and represented talent at high-profile events such as private parties and Fashion Week functions, while overseeing appointment scheduling between models and clients. Throughout the process, I maintained a high level of discretion, professionalism, and operational efficiency in alignment with industry standards.

HRD ADMIN ASSISTANT

ELITE ASSET COLLECTION & RECOVERY MANAGEMENT

CORPORATION (CAR LOANS & INSURANCE)

FEBRUARY 2023- 2024

I performed comprehensive data entry and records management, organizing and maintaining over 200 company files to ensure accurate and up to date. performed comprehensive data entry and records management, organizing and maintaining over 200 company files to ensure accurate and up-to-date documentation. I coordinated end-to-end recruitment processes, including posting job advertisements, screening applicants, onboard new hires, and facilitating employee orientation sessions. Additionally, I scheduled meetings and appointments directly with executive management and managed billing records related to car loans, vehicle registrations, and insurance documentation, ensuring accuracy and timely processing.

HUMAN RESOURCES RECRUITMENT

YUANDA TECHNOLOGY (PASAY)

OUTSOURCING OVERSEAS DEPLOYMENT

June 2023- January 2024

Led a recruitment team focused on sourcing and hiring candidates for international customer service roles, successfully managing end-to-end recruitment for applicants deployed to Thailand under a Shopify account project, ensuring all candidates met client specifications, visa requirements, and international employment standards, while coordinating with deployment partners and managing timelines for candidate processing and onboarding abroad.