

Kennie Rose Bacay

Admin/Virtual/Human Resource Assistant/Data Entry

Experience Admin/HR Assistant with a knack for efficiency and organization. Dedicated providing top-notch support to enhance productivity and streamline operations. Proficient in managing calendars, scheduling appointments, and handling correspondence. Skilled in data entry, document management, and maintaining confidentiality. Proactive problem-solver with strong communication skills and the ability to prioritize tasks effectively. Ready to contribute my expertise in administrative tasks and assist in achieving your organizational goals.



✉ kenniebelenbacay@gmail.com

☎ 09550590061

📍 Southwynd Residences Brgy. Sta. Monica, San Pablo, Philippines

WORK EXPERIENCE

Admin/Human Resource Staff Frontline Bus. Solutions Inc.

05/2018 - Present,
Consultancy Company

Philippines

Achievements/Tasks

- -Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records. -
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Conduct the application process of students for college on-the-job training and senior high school immersion program.
- Social Media Posting

SKILLS

Comprehensive knowledge of HR policies, procedures, and practices.

Experience in managing recruitment processes, including sourcing, screening, and interviewing candidates.

Skilled in maintaining employee records, including benefits administration, payroll, and attendance tracking.

Familiarity with HRIS (Human Resources Information Systems) and other HR software.

Ability to handle sensitive and confidential information with discretion.

Strong organizational skills and attention to detail in managing personnel files and HR documentation.

Ability to analyze HR metrics and generate reports for management.

Experience in coordinating training and development initiatives for employees.

Knowledgeable in Microsoft Word, Excel
Expert in Google Sheets
Expert in Google Docs
Knowledgeable in Zoom meeting and scheduling
Expert in email calendar scheduling
Expert in creating google meet for meetings and seminars

EDUCATION

Ama Computer Learning Center Solutions San Pablo City Laguna

Philippines

Courses

- Associate Degree in
Business Office
Administration Services

CERTIFICATES

Everyday Workload Management

Non-Profit Tax Compliance and Reporting Under the next tax laws

Red Cross Training

The Whos, Whats, Whens, Whys, of SEC reportorial requirements of corporations

General Labor Standards with COVID19 related issuances

SSS In-Depth Information Seminar