

PROFILE

HR/ Administrative Manager with 6 + years of experience managing efficient office operations. Oversaw daily operations and planned events.

WORK EXPERIENCE

Zaffy Corp (April 18, 2024 to Present)

HR Assistant

- Drafted termination, quit claim, transfer, certificate of employment, along with application forms, and maintained a comprehensive master list.
- Conducted targeted candidate searches to align applicants with organizational objectives.
- Managed timely and accurate payroll preparation and distribution according to established schedules.
- Oversaw local employees, serving as the primary contact person for all Human Resources matters.
- Facilitated seamless onboarding experiences for new hires.
- Ensured effective dissemination and communication of information to all local employees, ensuring understanding across the organization

VPC Solutions Inc (June 1, 2021 to May 15, 2023)

HR/Administrative Manager

- Overseeing daily operations, managing staff, and providing exceptional customer service.
- Motivate employees through challenges and ensure they have all the support they need to excel in their jobs.

Siegreich Solutions Inc (October 1, 2017 – June 1, 2021)

HR/Administrative Manager (2019 – June 1, 2021)

- Asses all the task on agenda, prioritize them appropriately and come up with an efficient strategy for completing them.
- Setting up the workspace and streamlining employee processes to promote efficiency.
- Successfully led a team to exceed goals while maintaining excellent customer satisfaction scores
- Task to obtain the complete and necessary documents needed for building, occupancy, sanitary, business permit and dole compliance.

HR/Administrative Officer (October 1, 2017 – 2019)

- Purchased office supplies and managed stock room inventory
- Responsible for petty cash supply
- Acting as the first point of contact for any Administrative/Human Resource issues
- Drafting visa letters and application forms
- Assisting with appeals, and visa and passport extensions



CONTACT PHONE

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EMAIL

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ADDRESS

San Juan Greenhills

EDUCATION

Bachelor of Science in Business
Administration Management
Chiang Kai Shek College
October 26, 2015

SKILLS

- BUDGET PLANNING
- COMMUNICATION
- PROBLEM-SOLVING
- PLANNING
- LEADERSHIP

ACCREDITED

BASIC OCCUPATIONAL SAFETY
AND HEALTH (BOSH)

- 28TH DAY OF JUNE 2019