

# MENANDRO A. MARRON

37-B SIMPLICIO STREET, STA. QUITERIA, CALOOCAN CITY

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## PROFILE :

A dedicated and trusted proactive human resource professional who is looking for a challenging position in an organization in which I am able to utilize my knowledge, skill, ability and experience to bring betterment to the organization.

## PROFESSIONAL EXPERIENCE:

### TRI-S MANPOWER MANAGEMENT SERVICES

HR Executive

2017 – Present

## JOB DESCRIPTION :

### RECRUITMENT / TALENT ACQUISITION

- Job posting / recruitment campaign thru different platforms
- Scheduling of applicant, test and exam administration
- Conducting interview
- Background Checking / Investigation
- Preparation of Job Offer / Contract
- Employee orientation
- Exit Interview
- Coordination and monitoring of Employee Quit Claim

### LABOR AND EMPLOYEE RELATION

- Monitor and implement company code of discipline
- Conduct administrative hearing and due process
- Handles corrective action on the grievance and dispute
- Update and monitor the government/dole guidelines
- Revise and update company manual / code of discipline

## **ORGANIZATIONAL DEVELOPMENT**

- Monitoring of Plantilla
- Checking and updating of Employee Job Description / Function
- Reviewing of Organizational Structure

## **COMPENSATION AND BENEFITS / TOTAL REWARDS**

- Monitoring of Government Statutory Benefits report
- Proposal for Employee Promotion
- Analyze and prepare Employee Benefits such as Leave Credits, Bonuses, Salary Increase and the likes
- Benchmarking / Reviewing of Salary Scheme
- In-Charge for the company outing and team building

## **PLANNING AND EXTERNAL AFFAIRS**

- Preparation and monitoring of Client Billing and Contract
- Attends Client meeting and address operational concern
- Prepare and submit changes on policy / government announcement affecting the business

## **PERFORMANCE EVALUATION / APPRAISAL**

- Review and monitor's employee job performance and overall contribution
- Employee evaluation thru different scheme
- Presentation of performance report

## **ADMINISTRATION**

- Update and manage 201 files
- Preparation of DOLE Compliances
- Prepare reports for the management
- Confers with the Management to discuss and resolve Operational Challenges as they occur
- Device, design and implement strategic initiatives geared towards employee engagement, development and succession
- Provides strategic management recommendations on talent acquisition, employee retention, development and succession planning.
- Document the steps taken in addressing operational challenges and include them into HRD's standard operating procedure/s as necessary.
- Coordinates with the Clients Top Management to address operational concern
- Random Inspection and Evaluation
- Created the master policy on employee acquisition.
- Handle and prepare employee certificate of employment

**ACCOMPLISHMENTS :**

1. Revised and updated the Job Leveling Scheme and Salary Structure
2. Zero in the labor case
3. Created the master policy on employee acquisition, development, retention and promotion.
4. Create and update Company Manual / Policy
5. Develop database for reportorial and operational use

**MANILA CENTRAL UNIVERSITY****HR Staff****2015 – 2016****RECRUITMENT RESPONSIBILITIES:**

- Responsible for screening, shortlisting and inviting the qualified applicants.
- Administering exams and conduct initial interview and job profiling.
- Handling recruitment report for monthly, quarterly, semi-annual and year-end to ensure the Human Capital is effective and efficient.
- Maintained and expand an active network of prospective applicants by joining different professional networks (Job Fair, Seminars, PESO, and social networking)
- Designed and published job advertisement through different job portals.
- Facilitated completion of pre-employment requirements
- Conducted thorough background checking based on previous employer.

**FACULTY PERFORMANCE APPRAISAL DUTIES AND RESPONSIBILITIES:**

- Handles manual faculty evaluation.
- Responsible for the first project “Automation of faculty evaluation system” as one of the administrator and process owner.

**GOLDILOCKS BAKESHOP INCORPORATED****Employee Acquisition and Relation Clerk****2014****RESPONSIBILITIES:**

- Timekeeping and encoding of 201 files of newly hire employees for payroll system
- Checking and receiving of day-to-day transaction of documents such as bills, resume, incident report, etc.
- Provide clerical works
- Assisting the recruitment by being test administrator, receiving of requirements and etc.

## CORE COMPETENCIES

- Can work with minimal supervision and able to learn quickly
- Can do work with a team or singlehanded and a good team player
- Possess strong problem solving ability and in decision making
- Competent in planning the assignment and responsibilities
- Ability to work under pressure, adapt to change and deal with difficult situation.
- Multi-tasking and customer-oriented

## SKILLS

- Computer literate, internet savvy, and proficient in Microsoft Office application particularly in Word, Excel, and Power Point Presentation.
- Exceptional leadership skill
- Strong quality in verbal and written communication skills and interrelationship skill

## EDUCATION

### MODULE:

#### **ORGANIZATIONAL EFFICIENCY AND EXCELLENCE**

De La Salle College of Saint Benilde  
School of Professional And Continuing Education  
November 2019

### TERTIARY:

#### **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

Major in Human Resources Development Management  
Global Reciprocal Colleges  
2010 – 2014

### CERTIFICATE:

#### **LEAN SIX SIGMA WHITE BELT**

Aveta Business Institute  
May 27, 2020

#### **SIX SIGMA WHITE BELT**

Council for Six Sigma Certificate ( CSSC )  
May 27, 2020

#### **PARTICIPATING IN WORKPLACE COMMUNICATION**

TESDA  
May 25, 2020

#### **RECEIVING AND RESPONDING TO WORKPLACE COMMUNICATION**

TESDA  
May 25, 2020

## **PERSONAL INFORMATION**

Birthday: May 27, 1993  
Age: 27  
Status: Single  
Religion: Roman Catholic  
Hobbies: Watching Movies, Documentaries, and news

**REFERENCES: Available upon request**