

LEI D. DENDIEGO

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CAREER OVERVIEW

Motivated HRDM graduate with a Bachelor of Science in Business Administration, grounded in key HR functions such as recruitment, employee relations, performance management, and training. Skilled in aligning HR strategies with organizational goals, fostering positive workplace culture, and supporting employee development. Known for being proactive, adaptable, and a strong communicator. Eager to contribute to a dynamic organization and grow within the HR field.

EDUCATION

BS BUSINESS ADMINISTRATION Major in HRDM

Kurios Christian Colleges Foundation Inc. 2022 - 2024

BS BUSINESS MANAGEMENT Major in OM

Cavite State University - Main Campus 2019-2021

WORK EXPERIENCE

Likha Digital Trading Inc. - HR Officer

January 20, 2025-
October 4, 2025

- Handle end-to-end recruitment, onboarding, and employee placement.
- Process payroll, ensuring accurate salaries, deductions, and contributions.
- Organize training programs to support employee development.
- Manage employee relations, grievances, and disciplinary actions.
- Maintain and update 201 files and personnel records.
- Administer compensation, benefits, and leave management.
- Ensure company compliance with SSS, PhilHealth, and Pag-IBIG registration and reporting.
- Monitor adherence to labor laws and company policies.
- Prepare HR documents, reports, contracts, and memos.
- Assist in HR planning, policy-making, and employee engagement.

Brew and Bites - Pop-up Café Owner

Est. January 2024

- Manage daily operations and overall business performance
- Handle inventory, supplies monitoring
- Oversee customer service and maintain service quality
- Monitor finances, sales, and expenses
- Develop and update menu offerings
- Promote the café through marketing and social media

FCS Digital Marketing/ Skin Miracle Philippines Inc- HR Admin Staff

April 2023- October
2023

- Manage the recruitment process from posting job openings to onboarding new employees. Conduct new hire orientations and ensure all required paperwork is completed
- Develop and implement HR policies and procedures that align with organizational goals
- Provide administrative support to the HR department, including scheduling of interviews, processing new hire paperwork, and maintaining employees record
- Prepares payroll by calculating pay and maintaining payroll records
- Maintains human resources records for employees by recording the hiring, transfer, termination, change in job classifications, and merit increase dates as well as tracking vacation, sick, and personal time

Seminars and Training Attended

Immersion (STEM -Renovate House)

Mohagany, Tagaytay-August 2017

OJT - Engineer's office (GSO)

Trece Martines, Cavite -November to December 2018

OJT – Abagatan Ti Manila- HR Department (600hrs)

Alfonso, Cavite- October to November 2023

Skills

- Extensive knowledge of HR policies, procedures and employment laws
 - Ability to develop and implement HR strategies that align with organizational laws
 - Strong communication and interpersonal skills
 - Ability to work collaboratively with cross-functional teams
 - Strong problem- solving and decision-making skills
 - Excellent organizational and time-management skills
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Achievements

- Consistent honor student from elementary to senior high school
- Recognized for academic excellence and active class participation
- Awarded multiple times in recognition ceremonies for high academic standing
- Winner in various intra-school debate competitions
- Represented the class in academic contests and public speaking events
- Awarded Best in Thesis for outstanding research and analysis
- Recognized as Best in Feasibility Study
- Named as Best Presenter in Feasibility Study for clear, confident, and engaging presentation delivery
- Won and placed in multiple debate competitions at the college level

CHARACTER REDERENCE

Mr. Julius Samillano,RF
HR/Administrative Manager
FCS Digital Marketing/ Skin Miracle Phil. Inc.
0948-526-4898

Ms. Cristy B. Salcedo
School Registrar
Kurios Christian Colleges Foundation, Inc.
0966-136-9097