



MA ANNA ARJIN ALAYON

HR BUSINESS PARTNER

As a dedicated HR professional with nearly 5 years of experience in the industry, I have developed a comprehensive skill set that spans across various HR functions. My focus for more than 2 years now has been on Recruitment and Talent Acquisition, where I have successfully sourced and placed qualified candidates in both local and international roles. My expertise includes end-to-end recruitment processes, candidate assessment, and onboarding, as well as organizing company events to foster team cohesion. I am passionate about connecting top talent with the right opportunities and contributing to the overall growth and success of the organizations I work with.

WORK EXPERIENCE

Senior Recruitment Consultant (Dec 2024 - Present)

Bershaw Consultancy

Recruitment Consultant (June 2024 - Dec 2024)

- **Talent Acquisition:**

- Source and identify qualified candidates through various channels, including LinkedIn, LinkedIn Recruiter, OnlineJobs, and Facebook.
- Conduct initial screening interviews to assess candidates' suitability for specific roles.
- Facilitate the administration of necessary assessments and tests.

- **Candidate Management:**

- Guide candidates through the entire recruitment process, including scheduling and coordinating interviews with hiring managers and key stakeholders.
- Extend job offers to successful candidates and oversee the onboarding process.

- **Business Development (International):**

- Identify and outreach to potential international clients to establish and maintain strong professional relationships.
- Proactively source and present qualified candidates to meet client requirements.
- Currently handling 2 clients (local and international)

Talent Acquisition Specialist

Growmodo

March 2023 - May 2024

- **Administrative Tasks:**

- Manage and maintain accurate and up-to-date candidate and client records.
- Prepare and submit comprehensive recruitment reports and metrics.
- Assist with various administrative tasks as required, such as scheduling, document preparation, and correspondence.

- **Talent Acquisition:**

- Source and identify qualified candidates through various channels, including LinkedIn, OnlineJobs, Behance, Dribbble, Facebook, and Instagram.

CONTACT

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🌐 <https://tinyurl.com/yrjvpbd6>

EDUCATION

Bachelor of Science in Business Management Major in Human Resource Development

Cavite State University

2015 - 2019

SKILLS

- End-to-end recruitment –
Local and International
- Business Development
- Employee
Relations/Engagement
- Accounting
- Training and Development
- Industrial Relations

TOOLS/SOFTWARE

- ATS (Ceipal, Freshteam,
Breezy HR, etc.)
- HubSpot
- Quickbooks for accounting
- Google Suites
- Microsoft Office
- Airtable
- Trello
- Skype
- Slack
- ASANA
- HRMS/HRIS



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- Conduct initial screening and interviews to assess candidates' suitability for specific roles.
- Facilitate the administration of necessary assessments and tests.
- **Candidate Management:**
 - Guide candidates through the entire recruitment process, including scheduling and coordinating interviews with hiring managers and key stakeholders.
 - Extend job offers to successful candidates and oversee the onboarding process.
- **Event Coordination:**
 - Assist in the planning and execution of company events, such as monthly meetings, team-building activities, and holiday parties.

HR Industrial Relations

Furukawa Electric Autoparts Philippines, Inc.
March 2022 - April 2023

- **Labor/Employee Relations:**
 - Oversee and manage the entire process of employee disciplinary actions and grievances, ensuring fair and consistent handling of issues in accordance with company policies and regulations.
 - Drafting and serving NTEs, DAs, and CNs to employees, ensuring compliance with company policies and providing clear communication regarding the nature of the issue and the expected corrective actions.
 - Conducting investigations and being responsible for the termination/dismissal process, including arranging meetings and handling documentation.
 - Part of updating and implementing the company's policies.
 - Consolidate and analyze attendance and incomplete swipe reports.
 - Monitor and process AWOL employees by coordinating with supervisors, leads, or managers, and sending an AWOL notice letter to the employee
 - Answer and address employee's work related concerns.
 - Conduct counseling and exit interviews.
 - Organize and coordinate company events.
- **Key Achievement:**
 - Successfully managed the entire IR section independently, demonstrating strong organizational and problem-solving skills.

HR/Accounting Staff

Philkostat Inc.
August 2020 - October 2021

- **Talent Acquisition:**
 - Source and screen potential candidates through various channels, including online job boards, social media, and employee referrals.
 - Conduct initial interviews to assess candidates' qualifications and cultural fit.
 - Schedule and coordinate interviews with hiring managers and key stakeholders.
 - Extend job offers to selected candidates and oversee the onboarding process.



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- **Employee Relations:**
 - Address employee concerns and inquiries promptly and professionally.
 - Provide guidance and support on HR policies and procedures.
 - Conduct performance reviews and provide feedback to employees.
 - Manage employee disciplinary actions in accordance with company policies.
- **Training and Development:**
 - Identify training needs and develop training programs to enhance employee skills and knowledge.
 - Source and select external training providers.
 - Coordinate and facilitate training sessions.
 - Track and evaluate the effectiveness of training programs.
- **Benefits Administration:**
 - Process employee enrollment and changes in benefits plans.
 - Ensure timely and accurate payment of employee contributions to SSS, Pag-IBIG, PhilHealth, and other mandatory deductions.
 - Maintain accurate employee records and documentation.
- **Event Planning and Coordination:**
 - Organize and execute company events, such as team-building activities, holiday parties, and monthly meetings.
 - Coordinate with vendors and suppliers to ensure smooth event execution.
- **Accounting:**
 - Payroll Processing: Calculate and process employee salaries and wages.
 - Ensure accurate and timely payment of salaries and deductions.
 - Prepare and submit government-required payroll reports.
- **Financial Reporting:**
 - Prepare and analyze financial statements, including income statements, balance sheets, and cash flow statements.
 - Monitor and analyze financial performance to identify trends and potential issues.
 - Provide financial reports and analysis to management.
 - Accounts Payable and Receivable: Process invoices and payments to suppliers.
 - Collect payments from customers and reconcile accounts.
 - Maintain accurate records of accounts payable and receivable.
- **Cash Management:**
 - Monitor and manage cash flow.
 - Prepare and release checks to suppliers.
 - Reconcile bank accounts.
 - Oversee petty cash disbursements.
- **Additional Responsibilities:**
 - Assist in the implementation and maintenance of HRIS systems.
 - Provide support to other departments as needed.
 - Stay updated on HR and accounting best practices and regulations.



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HR – Employee Relations (Reliever position)

Joyson Safety Systems

August 2019 - February 2020

- **Employee Relations:**
 - Enforce company policies, conduct investigations, and provide employee support.
- **Event Planning:**
 - Organize and execute company events.
- **Administrative Tasks:**
 - Maintain employee records, process paperwork, and handle 201 filing.
- **Travel and Visa:**
 - Arrange travel, process visa applications, and coordinate with immigration authorities.