MICHELLE BEZA ESPIRITU

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OBJECTIVE

To obtain a challenging position within an organization that offers both professional and personal growth.

WORK EXPERIENCE

READEMPTION SOLUTIONS (Dubai, UAE)

Account Executive
June 2016 – March 2017

Key Responsibilities:
- *Reporting directly to the Founder & CEO*
- Develop list of prospective clients
- Present services to prospective clients
- Provide professional after-sales support to enhance the clients' dedication

READEMPTION LIBRARY (Dubai, UAE)

Senior Admin Assistant
July 2014 – June 2016

Key Responsibilities
- *Reporting directly to the Founder & CEO*
- Processing applications and activating membership accounts
- Performing routine administrative functions
- Conducting market research on new industry developments and making recommendations
- Representing the company in Trade Fairs and Exhibitions
- Carrying out ad-hoc tasks assigned by the CEO

SYSTEMS GENERATORS PHILIPPINES, INC. (Makati, Philippines) (SYSGEN)

June 2004 – May 2014

Senior Human Resource Officer
November 1, 2009 to May 15, 2014

Reporting to the CEO, responsible for handling and overseeing a variety of human resource management functions for Sysgen.

Key Responsibilities:

➢ Involved with every aspect of the staffing process
➢ Determine hiring needs, recruit candidates, screen applicants, conduct interviews and participate in the selection process
➢ Creates and maintains job descriptions
➢ Participates in employee training, starting with employee orientation
➢ Involved in determining training needs on an ongoing basis
➢ Fulfill employee relations, performing tasks and functions designed to ensure positive relationships between the company and employees
➢ Implements and oversees rewards and recognition programs
➢ Point of contact for employee complaints; and being involved in the discipline process when problems arise
➢ Ensures that employees are properly compensated for their work
➢ Responsible for employee benefits administration

Recruitment Consultant

May 1, 2008 to October 31, 2009

➢ Develop new accounts
  o Develop list of prospective accounts
  o Discuss details of requirements with clients
➢ Manage existing account
  o Monitor performance of deployed consultants
  o Monitor job satisfaction of deployed consultants
  o Develop relationship with client
➢ Endorsements of qualified candidate for clients' requirements
  o Resume screening based on the job profile given
  o Schedule interview of shortlisted candidates to the client

HR/ Administrative Assistant
June 10, 2004 to April 30, 2008

Coordinate Human Resources Activities such as:

➢ Employee Benefits Administration

- o   Provide first-line assistance to employees/consultants regarding general human resources administrative matters
- o   Perform employee/consultants orientation
- o   Prepare orientation documents
- o   Suggest, plan and facilitate in company activities
- ➢   Employee compliance to company rules and regulations and memo preparation
  - o   Provide answers to basic questions and standard policy/procedural information
  - o   Monitor and implement company policies and procedures/disciplinary measures
  - o   Prepare interoffice memo related to personnel management
- ➢   Attendance monitoring and payroll processing
  - o   Prepare payroll report
  - o   Perform attendance monitoring and payroll processing functions using Attendance Monitoring System(AMS)
- ➢   Others
  - o   Maintain an orderly filing system such as 201 file, payroll documents and other correspondence
  - o   Maintenance and regular updating of HR/Admin records
  - o   Prepare performance appraisal report to be accomplished by department head
  - o   Conducts exit interview

EDUCATIONAL ATTAINMENT

Bachelor of Arts in Communication
De La Salle University- Dasmariñas (March 2004)
Dasmariñas, Cavite, Philippines

SKILLS

Computer Literate

MS Office Application (Word, Excel & Power Point)

PERSONAL DATA

Age: 34 years old
Birth date: March 19, 1983
Civil Status: Single
Religion: Catholic
Availability: Immediately available
Visa Status: Visit Visa

CHARACTER REFERENCES

Available upon request