

Aiesa Jean Frances S. Aydalla
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OBJECTIVE

Pursuing opportunities which will allow me to grow professionally, while effectively utilizing my versatile skill set to help promote your corporate mission and exceed team goals.

SUMMARIZATION OF QUALIFICATION

Extremely motivated in whatever I choose to do. Equally effective working independently and in coordination with others. My interest in this position stems from my belief that my combination of relevant staffing experience, communication skills, and high levels of organization make me a superb candidate.

PROFESSIONAL EXPERIENCES

TECNET WEB DEVELOPMENT SERVICES

HR / Admin / Payroll

June 4, 2021 - present

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Served customers in a friendly, efficient manner, following outlined steps of service.

Talent Acquisition

- Advertise employee job openings internally and externally.
- Recruitment campaign using social media (e.g facebook, indeed, jobstreet, postjobfree, etc.)
- Pre-screening of candidates (initial assessment).
- Filter and sorts CVs of qualified candidates.
- Conducting background investigation to qualified applicants.
- Make and serving of Job Offer.
- Conduct Company orientation.
- Discuss Job Description.
- Signing of contracts.
- End to End process.

Employee Relation

- Accommodates queries of employees and addresses personnel related issues and concerns accordingly.
- Organizes and coordinates company activities.
- Regularly updates employee bulletin board and disseminates information to all concerned employees.
- Purchasing and monitoring of first aid medicines.
- Issues Performance Appraisal on the 3rd and 6th month prior to the confirmation/regularization date of new hires to raters or the end of contract.
- Keeps track of employee movement and process personnel action notices such as end of probationary period and end of contract for contractual.
- Timely issuance of Disciplinary Action to concerned employees.
- Create/Organize Contracts, Handbook and Company policy and different forms required (Quit claims form, Late and absences, Issuances form and others.)

Clearance and Last Pay

- Receive resignation letter and serve the Acceptance Letter.
- Checking of clearances requirements if complete.
- Compute final pay of separated employee.
- Releasing of separation/final pay.

Compensation and Benefits

- Ensures that compensation and benefits are properly, accurately, and timely provided.
- Ensures timely enrollment of new hires to SSS, PHIC, and HDMF.
- Ensure the correctness of deductions and records on government mandated benefits.
- Ensure that all government mandated benefits and loans are remitted on time.
- Ensures that all government mandated benefits are uploaded in e-gov for online payment.
- Liaise with the different government agencies in terms of contributions payment, loan processing, update of records, requests for transfer, etc.
- Facilitate the application of employees' TIN number.
- Ensure that compensation and benefits policies are compliant with legal requirements and labor standards.
- In charge of the approval of salary of newly hired employee to top managements.
- Can handle SSS sickness notification and reimbursement computation.
- Can handle SSS MAT 1 and MAT 2.
- Can assist for SSS Member Account (loans & contribution) Can assist for R1A in SSS.
- Handling philHealth updating of records and others.
- Can assist for Pag-Ibig concerns (virtual, loans & contribution).

Payroll

- Compute working days, undertime/late and overtime of employees.
- Tracing and making payroll adjustments.
- Reporting of leave credits every month.

Administration

- Budgeting.
- Formulates and checks annual budget for Admin Dept. and ensures that expenses do not go beyond the limits.
- Checking, updating and approval of contracts.
- Lease agreements for main office space occupied.
- Utilities (telephone, electricity, water, etc.)
- Ensures on-time renewal of business permits and licenses.
- Ensures on-time payment of telephone, electricity, water, drinking water supply, lease of main office, etc.
- Spearheads annual physical counting of fixed assets together with Finance (December). Finance will oversee machines, computers, printers, etc. for depreciation monitoring.
- Checks the vicinity covered and carries out regular repairs, renovations, maintenance, improvements whenever necessary.
- Coordinates with the lessors regarding the reports of building conditions.
- Petty cash in charge for releasing and accepting receipts.
- Answer phone calls (incoming and outgoing).
- Assist supervisors and managers for other concerns to employees re: in HRIS.
- Reporting of maintenance issues and troubleshooting of offices computers and printer to I.T in Charge.
- Performs other related tasks as required and assigned.

TECNET WEB DEVELOPMENT SERVICES**Magento Exterior Content Creator**

January 2020 - June 2021

- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Identified issues, analyzed information, and provided solutions to problems.

KEY SKILLS

- Computer proficiency
- Analytical skills
- Organizational skills
- Time management skills
- Oral and written communication skills
- Teamwork and interpersonal skills
- Flexibility and adaptability

SOFTWARE SKILLS

Web Tools / Scripting Languages

- HTML, Java, Python, Adobe Photoshop CS (for simple image editing)

Database

- MySQL, MS Access, Microsoft Excel

EDUCATION

World Citi Colleges

BS in Information Technology
2022-2026

St. John's Wort Montessori School
English Christian Academy

Secondary Education
2016-2022

Rockfort Christian Academy
MSH Sisters Academy
Skill-Power Institute

Primary Education
2009-2016

ACADEMIC ACHIEVEMENTS

Dean's List and Scholar (College, 1st Year, 1st Semester, S.Y. 2022 - 2023)

Consistent Achiever (Senior High School, S.Y. 2020 - 2022)

Consistent Achiever (Junior High School, S.Y. 2016 - 2020)

Consistent Honor Student (Elementary School, S.Y. 2009 - 2016)

SEMINARS ATTENDED

IT Trends (2022)

LANGUAGES

Tagalog (Native)

English (Full Professional Proficiency)

Japanese (Limited Working Proficiency)

PERSONAL INFO

Nickname : *Aiesa*
Birthday : *October 13, 2003*
Birthplace : *Antipolo City*
Height : *5'2*
Weight : *75 kg*
Status : *Single*
Nationality : *Filipino*
Religion : *Born Again Christian*

CHARACTER REFERENCES

- 1. Clint Angelo O. Mercado**
General Manager / Head of Engineering / Senior Web Developer
TECNET WEB DEVELOPMENT SERVICES
0917 142 4611

I hereby certify that the information above is true and correct to the best of my knowledge.
Aiesa Jean Frances S. Aydalla