**untitledBEVERLYN MARQUESES FAUNI**

**303 Victoria Apartment, Palali St. Barangka Ilaya,**

**Mandaluyong City 1550**

**Contact #: 85696166 /09282209833/09055486042**

**Email Address:** bev\_marqueses@yahoo.com.ph

**LinkedIn: www.linkedin.com/in/beverly-f-4637641b2**

**WORK EXPERIENCES:**

**Concur Philippines**

**BPO Company – SAP Family and ISO Certified Company**

**HR Coordinator**

**November 2014 – December 2015**

**Responsibilities:**

* Assisting the HRBP of the Company and HR Director for day to day issues
* Processing the ATM applications of the employees
* Participate in recruitment, selection and induction processes ensuring best practice & company policy are applied in order that the required competence is attracted and retained within the business.
* Back Ground Check all the newly hired employees and Applicants
* Verification of all the submitted Documents to HR
* Certificate checking and Verifications of Medical and other requirements of employees for filling and Payroll purposes
* Double Check the Qualifications of all the applicants and other requirements if matches to MRF.
* Support on boarding of personnel who are new to the project/function through effective project induction.
* Bring Issues and Concerns of Employees to the Management attention.
* Support in the management of redundancy, grievance and discipline investigations and hearings.
* Assist all the Employee during night shift for their issues and concern.
* Support in the management of maternity, paternity and sick absence issues.
* Liaise closely with the Training Provider and HR Administrator to ensure that any issues or requirements from the project are met as quickly as possible, for both training and medical issues.
* Work with the HR database to provide reports from the system
* Support the management of headcount and forecasting activities within the project and function in order to support the business deliver on manpower requirements.
* Assist improved employee performance through support to line management and HR in performance related issues that may arise.
* To provide reports to the HR Business Partner and operations management as required.

**Ecosystem Technologies Inc. (Waste Water Treatment Company – Engineering Company)**

**HR Generalist / (Recruitment Specialist)**

**June 2014 – December 2014**

**Responsibilities:**

* Recruitment Specialist - handle recruiting and staffing logistics (end to end process)
* Coordinate with PESO Philippines for more applicants; Sourcing through Net and Bulletins(Jobstreet, Jobsdb, LinkenIn and other resources); Ads thru Bulletins; Conduct interview and endorsing the applicant to the final interview
* Bring Issues and Concerns of Employees to the Management attention
* Back Ground Check all the newly hired Employees and Applicants
* Process the Manpower Requisition Forms and make sure that the applicant are matches to the position required
* Verification and Checking of all the required documents / attachments for recruitment, compensation and benefits and employee relations purposes.
* Processing of performance management and improvement systems; organization development; employment and compliance to regulatory concerns and reporting; employee orientation, development, and training
* Processing of policy development and documentation
* For employee relations; Issuance of Sanction to the employee who violates the policies of the company
* Company-wide committee facilitation
* Company employee communication; attend and Coordinate to Government Concerns (DOLE and other needs of the company)
* Compensation and benefits administration; employee safety, welfare, wellness and health; and
* Employee services and counseling.
* 201 Files monitoring and maintaining Confidentiality

**TranzGlobal Call Center Inc. – BPO and Retail Store Company**

**HR Generalist - Employee Relations Officer**

**June 2013 – June 2014**

**Responsibilities**:

* Assists new employee’s orientation processes as needed and/or assigned for the purpose of ensuring employees are knowledgeable of current practices and administrative processes
* Conduct job offer for the newly hired employees and preparing regularization and probationary contract. Gather personnel records from other departments and /or employees.
* Verification of Medical Certificates and Attachments for leave and absences of Employees
* Monitoring the Leave of absences of all the employees for the issuance of sanctions.
* Reference and Back Ground Checking for the recruitment purposes if matches to the position required
* Process the MRF for all the Departments
* Preparing and validations of all kinds memos per department
* Issuance of memos and monitoring of all the memos
* Communicates with employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements
* Attend to a hearing in DOLE or NLRC and coordination with DOLE
* Preparation of AWOL letter and DOLE letters and Implementing of Rules and Regulations of the Company
* Assessing the medical certificate of all the employees and assist the company doctor
* End to end process of Clearance and exit interviews
* Updating Man Power Report
* Investigates a variety of Human Resources related issues (e.g. EEOC, Wage and Hour, Harassment, ADA, Discrimination, employee disputes, etc.) for the purpose of ensuring that effective, legally compliant resolutions are arrived at in a timely manner and within District guidelines.
* Participates in meetings that involve a range of issues as needed and/or assigned (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, collective bargaining, etc.) for the purpose of developing recommendations and/or supporting other staff.
* Preparations of Company events
* 201 file monitoring and maintaining the confidentiality
* End to end Process of Termination
* Assist all the employees with regards to their complaints / Bring Issues and Concerns of Employees to the Management attention.
* Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.
* Supports the Human Resource Administrator and department staff as needed and/or assigned for the purpose of assisting in the performance of their work activities.

**Konice Corporation**

**Hr Officer/Generalist**

**November 2012-June 2013**

**Responsibilities:**

* Conduct interview and assess applicant and sourcing applicants through job posting
* Monitoring the status of the employees and make a list of report; monitoring the 201 files and the number of the employees (plantila)
* Responsible for updating government issues like Philhealth, Pag ibig and SSS.
* Responsible for orientation of the newly hired employees.
* Implementing memos for the management and employees
* Reference Checking for the employee matters and newly hired employees
* Verification of Medical Certificate for leave and absences
* Checking of the Skills and Qualification of Applicant if matches to the approved Man Power Request Form.
* Conduct the evaluation of the trainee and give evaluation form to the respective heads.
* Monitoring the attendance of the employees
* Process and review employment applications in order to evaluate qualifications or eligibility of applicants.
* Process the timekeeping for payroll.
* Answer questions regarding examinations, eligibility, salaries benefits and other pertinent information.
* Administer applicant examination. Explain company personnel policies, benefits and procedures to employees or job applicants.
* Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.
* Bring Issues and Concerns of Employees to the Management attention.
* Examine employee files to answer inquiries and provide information for personnel actions.
* Compile and prepare reports and documents pertaining to personnel activities. Inform job applicants of their acceptance or rejection of employment.

**AMA Group of Companies (ACLS/ St. Augustine/ ABE / AMA)**

**HR Assistant-Operations**

**January 2012 - October 2012**

**Responsibilities:**

* Preparing and checking sum list
* Approve the salary of all teachers, Dean and School Director nationwide; MRF evaluation and approval
* Clearance processing for all employees nationwide
* Documents highly qualified status for all teachers for the purpose of ensuring proper teaching assignments and compliance with all relevant regulations, codes and laws.
* Reference Check for the new teachers if they are suitable for the position
* Background check newly hired employees and for the salary approval.
* Verifications of Clearances
* Updating Manpower reports for the management copy

**Authentic American Apparel**

**Human Resource Assistant**

**May 2010 – Dec 2011**

**Responsibilities:**

* Preparing and posting job advertisements, screening applications, arranging interviews, participating in selection process, and administering pre-employment tests as required.
* Preparing source documentation needed for new hires, or effective changes in pay, status, or benefits.
* Background Check applicants and employee data if necessary
* Verification and Reference check of Employment to previous employer of Applicants
* Confirmation and Checking of Manpower request Form if the applicant is qualified for the position.
* Establishing, maintaining and controlling personnel, employees, recruitment relations records, files, correspondence, reports, and organization charts
* Managing sensitive and confidential matters like personnel relations, employee relations, and organizational changes, planning and protecting the security of information, data and files.
* Administering and monitoring new hire orientation programs – employee/staff store orientation.
* Maintaining employee file records up-to-date by handling changes in employee status in timely manner. Processing and administering employee performance for regularization appointment
* Interacting with different department managers/heads, employees and applicants
* Preparation of monthly manpower report.

Manage confidential matter and bring to the Management

**KNOWLEDGE/ SKILLS AND BEHAVIOR**

* Knowledge in Computer Applications (Excellent) (**MS Word, Excel, PowerPoint.**)
* Knowledge in **Workday, John soft, Oracle.**
* Knowledge and exposure in (Google, Facebook, Twitter, Instagram, Skype Zoom, and other social media sites)
* Video Editor and Photo Editing using different applications
* Knowledge in HR functions (Recruitment, Employee Relations, Compensation and Benefits, HR Operations, Orientation and on boarding, Performance management, etc.),
* Background in Employee Relations and Industrial Relations
* Exposure in Jobstreet, LinkedIN, JobsDb,Calibrr, Jora and other sourcing bulletin
* Adaptability and Time management
* Benefits Administration
* HR Program/Project Management
* Performance Management and Interpersonal communication
* Effective in communication skills verbally as well as through writing skills.
* Self-Motivated and can work under minimum supervision
* Strong attention to details and organizational skills
* Committed and diligence is my core value

**EDUCATIONAL ATTAINMENT**

**Tertiary** Eulogio “Amang” Rodriguez Institute of

Science and Technology (EARIST)

Nagtahan, Sampaloc, Manila

**Course** Bachelor of Science in Industrial Psychology

June 2006 – March 2010

**PERSONAL INFORMATION**

Date of Birth October 13, 1988

Civil Status Married

Height 167.64 cm

Weight 105 lbs

**SEMINARS ATTENDED:**

Title: Introduction to Human Resource Management

Venue: eLearning: Saylor.Org Academy

Date: November 2020

Title: Government Seminars (SSS)

Venue: SSS Main Office Quezon City

Date: June 2016

Title: “Human Relations and Productivity”

Venue: CAS Square, Nudas Hall, EARIST, Manila

Date: February 20, 2009

Title: “Abnormal Psychology – Its Application in Industrial Setting”

Venue: CAS Function Room, Nudas Hall, EARIST, Manila

Date: March 27, 2010

Title: “Championing Contemporary Issues and Dilemmas in Diversity

Management”

Venue: CAS Square Nudas Hall

Eulogio “Amang” Rodriguez Institute of Science and Technology

Nagtahan, Sampaloc, Manila

Date: March 22, 2006

Title: “Championing Contemporary Issues and Dilemmas in Diversity

Management”

Venue: CAS Square Nudas Hall

Eulogio “Amang” Rodriguez Institute of Science and Technology

Nagtahan, Sampaloc, Manila

Date: March 22, 2006

I hereby certify that the above information is true to the best of my knowledge.

**BEVERLYN M. FAUNI**