

PROFESSIONAL EXPERIENCE

ASSISTANT OF HUMAN MANAGEMENT

**BROTHERS OF THE CHRISTIAN SCHOOLS - LA SALLE** Oct

2017 - Present Colombia

- 1. Make monthly management report of the Human Talent area.
- 2. Monitoring and development of management indicators.
- 3. Control of the process schedule of the Human Talent area.
- 4. Programming of training, events and wellness activities.
- 5. Realization of the Lasallian District Bogota payroll (1000 people).
- 6. Contract liquidations.
- 7. Payment of social security for employees according to current Colombian regulations.
- 8. Review compliance with the requirements according to the regulations for hiring staff.
- 9. Carry out social security affiliations of the staff.
- 10. Address inquiries related to Human Talent activities to internal and external clients.
- 11. Process the recognition of disabilities.
- 12. Interface with the respective software to settle the social security of the different health funds, pension funds and confront the payroll.
- 13. Make reconciliation of contributions to verify the payment.
- 14. Generate certificates of income and retentions to the personnel of "Lasallistas" Works.

ASSISTANT OF HUMAN MANAGEMENT

**Consorcio Aseo Capital** Feb 2016 - Jul 2017 Colombia

In charge of carrying out the reports and indicators of the area, such as absenteeism, educational level of the employees, effectiveness of hiring, among others.  
Carry out the control and monitoring of the test periods of the personnel hired at the national level.  
Follow up and control the budget of the area and the personnel hired by each of the companies nationwide (2300 employees nationwide).

Application for monthly basket bonuses according to employee performance matrix, and in turn, custody and delivery of these bonuses to employees  
Organization of business welfare events.  
To carry out the orders of hiring prior validation of the documentation to guarantee due process, liquidation of payroll news of the personnel that is linked by the company of temporary services, attention to the employees on matters related to welfare or in general with the area of human resources, support in welfare activities.  
Other activities and support that are determined by the administrative and human resources management.

ADMINISTRATIVE ASSISTANT

**Optimizar Servicios Temporales** Sep 2014 - Feb 2016 Colombia

Manage databases and analyze them, schedule payments according to established policies, make payroll and customer settlement payments, control the company's banking platforms, verify payments made in a way that guarantees successful transactions of the Dissemination of the payroll payments mainly, presentation of the information required by the audits, reports, assistance in the budgetary projection, and general assistance to the financial area.

SUMMARY

Business Administrator, experience of more than 4 years in areas such as Human Talent and Finance, I am an honest, respectful, responsible person, with fast learning ability, adaptability.

LANGUAGES

Spanish	Native
English	Intermediate

SKILLS

Expert

+ Adaptability

+ Human Resources

Advanced

+ Critical Thinking

+ Problem Solving

+ Internet usage

+ Windows PC usage

+ Solution Orientation

+ Recruiting

+ Leadership

+ Microsoft Excel

+ Agile development

+ Business Intelligence

+ Client servicing

+ Creativity

+ Event Planning

+ Hiring

+ HR induction

+ Data Analysis

+ Negotiation

+ Project Management

+ Time Management

+ Relationship Management

+ Organisational Management

Intermediate

+ Social Media Management

+ Microsoft Powerpoint

+ Microsoft Word

INTERNSHIP

General Motors Colmotores    Apr 2013 - Oct 2013    Colombia

Perform the functions of hiring personnel, affiliation to social security, management of databases of employees, basic management of SAP, payment of invoices, quotes, administration of the company's internal restaurant, monitoring and verification of contractor billing, assistance in carrying out activities in the welfare area and different functions assigned by the Labor Relations Management and the Vice Presidency of Human Resources.

ACADEMIC EXPERIENCE

FUNDACION UNIVERSITARIA DEL AREA ANDINA    Feb 2013 - Aug

2016    Colombia

Business administration, Human Resources

SERVICIO NACIONAL DE APRENDIZAJE    Jan 2012 - Oct 2013

Colombia

Finance