

BRYAN S. RICAFRENTÉ

Ibn Maymoun Street, Muntaza,

PO Box 173, Doha, Qatar

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bryanigop123@gmail.com

<https://qa.linkedin.com/in/bryan-ricafrente-b7b3a522>

Nationality: Filipino

Qualification and Certification:**Master in Business Administration (ongoing)**

Philippine Christian University, Manila, Philippines 2018 – 2020

Diploma in Human Resource Management, QCF UK (Level 4) – recognized by EQN - European Qualifications Network; QCF (UK) - Qualifications and Credit Framework; SCQF – Scottish Qualification Network. Edinburgh Napier University, UK. Sept 2018

Certified Recruitment Analyst – Carlton Advanced Management Institute CAMI and Middle Earth Consultants - Holiday Inn Hotel, Dubai, UAE, 14 – 15 Sept, 2012. **Grade : Distinction.** ICRA 11275.

Bachelor of Computer Science Major in Computer Science

AMA Computer University, Quezon City Campus, Manila, Philippines - 1996-2000

(document evaluated by WES)

SUMMARY OF WORK SPECIALIZATION

Qualified HR and Certified Recruitment Analyst and Personality Assessor with 11+ years experience in Qatar. My expertise has been in HR Recruitment partnering, Planning and Operations, Selection, Career Counseling, Professional CV Writing, Devising Job Descriptions, Employee Relations, HR policy and procedure implementation and specialist in Outplacement Services.

Geographical exposure: US, UK, EU, North Africa, Middle East, Asia, and Fareast. I have travelled to Egypt, Morocco, Tunisia, India, Sri Lanka, UAE and Philippines

Awards and accomplishments

- **2017 – Extra Mile** – for extra ordinary support and assistance to during community service activities.
- **2016 Spot Reward** – for excellent achievement on positive HR audit result related to staffing.
- **2015 Spot Reward** – appreciation for exemplary performance and hard work.
- **2014 Mashreq Excellence Silver Star Awardee** – the most prestigious award given to two excellent achiever employees per calendar year for the whole bank. Management has acknowledged my contribution for achieving the highest audit rating of HR department for the past 5 years.
- **June 2010 Wall of Fame Awardee** for providing exceptional performance in Recruitment and Compensation and Benefits during the untimely medical leave of Compensation Benefits Manager.
- **2009 Mashreq Excellence Gold Star Awardee** – the most prestigious award given to two excellent achiever employees per calendar year for the whole bank. Management has acknowledged my relentless contribution in Human Resources Department during critical and stressful circumstances in the department.
- **July 2009 Wall of Fame Awardee** – recommended by Head of SME for providing quality and fast on-boarding of new sales staff in replacement of terminated staffs due to fraud activities.
- **May 2009 Extra Mile Awardee** – for arranging and supervising Qatar Career Fair with limited resources.

WORK EXPERIENCE

Recruitment Officer

Human Resources Department

Mashreq Bank psc, Grand Hamad Street, Doha, Qatar

Recruitment Section - - October 2010 to present

- Work closely with hiring managers to clarify recruiting requisitions and ensure that all the recruitment processes are conducted efficiently to meet all assigned key performance indicators.
- Partnering with business leaders and the HR team to build talent pipelines based on current and future talent needs job specifications and sourcing strategies that result in client satisfaction and overseeing the recruitment team with regards to the KPIs being met.
- Building multi-channel cost saving sourcing strategies including active and passive strategies.
- Manage selection processes including reviewing applications, managing interviews, psychometric testing, personality questionnaires, assessment scores and candidates qualifications to determine eligibility.
- Negotiate pay and salary rates and finalize arrangements between Company and candidates.
- Conduct reference check process to support hiring decisions for senior management hires.
- Develop and maintain recruitment track report that provides accurate, timely reporting and hiring statistics to management.
- Meet and liaison with various recruitment agencies and recruitment job boards and tie up for cost effective requirements.
- Manage the on-boarding activities and the formalities in regard to visas, CID Clearance, airline tickets issuance, medical checkups, accommodation, allowances, and transport arrangement for all new hires.
- Advising management across the complete recruitment lifecycle from inception (requisition) through to the candidate's onboarding plan.
- Building and developing a robust talent management strategy for key strategic initiatives and organizational restructuring.

HR Officer - October 2008 – Sept 2010

- Responsible for HRMS and personnel file update for all existing staff.
- Diligently reviewing and ensuring that the processes followed by the outsourced company with regards to payroll, leave, benefits and staff files are in line with the agreed terms and conditions
- Responsible for ensuring along with the HR Manager that HR policies and procedures are in line with labor law
- Assist the HR Manager and act as a checker for the outsourced monthly payroll and management fees processing, final settlement process, and other staff payments.
- Conducted quarterly audit in outsourced HR and review the process including payroll, leave, benefits and staff files along with C&B Officer
- Assist in the preparation of proposals for changes in the compensation and benefits structure based on the compensation survey results.
- Assist in driving performance management process across MB Qatar.
- Assist in providing Talent Pool members with developmental experience.
- Ensure attrition rate of ATs, SATs and Mawaheb members are under control
- Act as a liaison between the bank and the medical insurance provider.
- Review HR loans in accordance with the HR policies and QCB Regulations
- Assist in driving Employee Engagement process and following up on the implementation of the action plans
- Monitor staff leaves and attendance.
- Monitor the employment visa renewal dates
- Ensure org charts are up-to-date for all departments.
- Assist in developing plans for staffing positions with the line manager.

Marketing Communications Officer

RBG - Marketing Department

Mashreq Bank psc, Doha, Qatar - **April 2006 – Sept 2008**

- Responsible in preparing and maintaining sales materials such as brochures, direct mail pieces and other promotional materials for all products.
- Collaborating, implementing, and coordinating multiple marketing and promotional programs such as credit card monthly discount offers, yearly discount offers by partnering with local merchants to provide exclusive discounts to banks' credit card holders.
- Experienced in creative concepts for marketing and field promotions that generates significant recall for company branding.
- Specializes in the project management of various marketing program elements such as MashreqMillionaire, Mashreq Offers of the Month, Mashreq Offers of the year, Mashreq Redemption Program.
- Interacting daily with clients, vendors, and retailers to insure the smooth planning, implementation and post-promotional activities involved with each program (Credit Cards Campaigns)
- Solid experience in Marketing support activities ranging from editing copy, to tracking program budgets, to reconciling invoices, to creating presentations, to brainstorming new programs etc.

Section Head / Team Leader

Alternative Distribution Division / Bancassurance Dept.

Sun Life Grepa Financial (formerly Great Pacific Life Assurance Corporation)

Sen. Gil Puyat Ave., **Makati City, Philippines** **April 2000 – Feb 2006**

Responsibilities:

- Managed team and increase sales by 40% for year 2005
- Trained newly hired financial executives and monitored daily sales activities of Financial Executives to increase productivity.
- Sold bancassurance products to high level markets by utilizing tie-up bank branches as channel
- Devised sales campaigns/product bundling for bancassurance accounts. Prepared sales materials for campaigns
- Trained branch managers and staffs concerning to product information covering Luzon, Visayas, Mindanao RCBC, RCBC Savings Bank and Chinabank branches nationwide.

Training and Seminars:

- **Sales Leadership Development** - Sensei International, Mashreq Learning Center , 22nd & 23rd of August 2017
- **Social Media Recruitment Strategies** – Zanerva, Heritage Hotel, Doha, Qatar 24- 26 February 2013.
- **Certified Recruitment Analyst** – Carlton Advanced Management Institute CAMI and Middle Earth Consultants- Holiday Inn Hotel, Dubai, UAE, 14 – 15 Sept, 2012. **Grade : Distinction. ICRA 11275.**
- **Competency Oriented Recruitment** – Selection and Retention Strategies – Business Maker Academy, Philippine Stock Exchange Building, Manila, Philippines, 31 March 2011.
- **Interviewing Skills – For Recruitment & Selection** - Spearhead Public Training Program, Retaj Al Rayan Hotel, Doha, Qatar, 19th – 20th January 2011

References available upon request



Educational Credential Assessment for Immigration, Refugees and Citizenship Canada

Name: RICAFFRENTE, Joseph Bryan Santiago
Date of Birth: January 02, 1977

Date : October 01, 2018
ECA#: 3675650IMM
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CANADIAN EQUIVALENCY SUMMARY

Diploma (two years)

CREDENTIAL ANALYSIS

- | | |
|-----------------------------------|--|
| Name on Credential: | Joseph Bryan S. Ricafrente |
| Credential Authentication: | Documents were sent directly by the institution |
| Country: | Philippines |
| Credential: | Bachelor of Science |
| Year: | 1998 |
| Awarded By: | AMA University |
| Status: | Recognized Program |
| Major/Specialization: | Computer Science |
| Canadian Equivalency: | Secondary school diploma and diploma (two years) |

This WES ECA report is intended for use in connection with a IRCC immigration application. IRCC will verify the report against an electronic copy from WES. Your WES ECA report will be voided and not accepted by IRCC if it is found to be altered or modified in any way.

IELTS™

Test Report Form

GENERAL TRAINING

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules.
GENERAL TRAINING Reading and Writing Modules are not designed to test the full range of language skills required for academic purposes.
It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed after two years from the date of the test.

Centre Number

QA001

Date

18/AUG/2018

Candidate Number

005673

Candidate Details

Family Name

RICAFRENTE

First Name

JOSEPH BRYAN

Candidate ID

P6482123A



Date of Birth

02/01/1977

Sex (M/F)

M

Scheme Code

Private Candidate

Country or Region
of Origin

Country of
Nationality

PHILIPPINES

First Language

FILIPINO

Test Results

Listening

7.5

Reading

6.0

Writing

6.5

Speaking

8.0

Overall
Band
Score

7.0

CEFR
Level

C1

Administrator Comments



Validation stamp



Administrator's
Signature

S. V. V. V.

Date

30/08/2018

Test Report Form
Number

18QA005673RICJ001G



CAMBRIDGE ENGLISH
Language Assessment
Part of the University of Cambridge

The validity of this IELTS Test Report Form can be verified online by recognising organisations at <http://ielts.ucles.org.uk>

This is to certify that


Joseph Bryan Santiago Ricafrente

has successfully completed

Diploma in Human Resource Management

delivered by IQN

and has been awarded 10 credits at SCQF Level 7


Signed on behalf of
International Qualifications Network

10 September 2018

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