

Pamela Camba

HR & Administrative Officer - Network Intelligent Payment Solutions LLC

Abu Dhabi, AE

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To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION and ADMINISTRATIVE skills to benefit mutual growth and success.

Willing to relocate: Anywhere

WORK EXPERIENCE

HR & Administrative Officer

Network Intelligent Payment Solutions LLC - Abu Dhabi, AE - 2016-02 - Present

Duties and Responsibilities:

- Analyze, plan and manage recruitment process to enhance company's business
- Develop and implement a cost-effective, local and international staffing strategy
- Plan and deliver training/inductions for new staff
- Assist the line managers to take decisions on various HR matters pertaining to the salary increment, promotion, department transfer, issuance of various HR letters, employee grievances, etc.
- Ensure compensation and benefits according to company's policies
- Manage and execute termination/end of services formalities which includes allocations of relieving date, making exit arrangements, sending termination letters, initiating clearances procedures, updating employee records
- Develop HR planning strategies with line managers and senior management
- Handle grievances/complaints and implement disciplinary actions according to the company's policies
- Advice on payroll issues related to remunerations, promotions and benefits
- Develop and maintain transparent HR policies and practices that build a positive work environment, promoting an organization culture that support the business strategy and business value
- Assist in developing and recommending changes/enhancements to the policies and procedures for the HR department
- Interpreted and advised on employment legislation
- Promoted equality and diversity as part of the culture of the organization
- Knowledge to obtain Schengen visa, UK visa, and USA visa.

Secretary/Receptionist

Japanese Sports Centre L.L.C - Abu Dhabi, AE - 2011-03 - 2014-11

Duties and Responsibilities:

- Coordinate and follow-up with the managers to achieve the company's objectives
- Supervising the day to day planned activities of the company
- Perform regular administrative and management activities of the company
- Conduct large procurement processes according to the company policies
- Design and execute development plans, annual action plans and investment, maintenance and expenses plans
- Evaluate resource allocation and balancing workload, conduct performance evaluation and initiate necessary remedial actions
- Developing and assisting administrative processes to improve business results
- Participate/attend local and international exhibitions

Administration Officer

Sea Sand Trading L.L.C - Abu Dhabi, AE - 2008-06 - 2010-10

Duties and Responsibilities:

- Preparing letters, tenders, quotations, B.O.Q's and proposals (Arabic & English)
- Manage employee's attendance communicating attendance recording process
- Handling immigration and labour issues pertaining to visit visa, work permits labour contracts, residence permits and cancellation in the absence of the P.R.O.
- Inspecting and updating the list of employees for visa expiry, visa renewal, work permits and health insurance
- Liaison and follow-up with suppliers for quotations, orders and on time deliveries to the workshop and project sites

HR Assistant

Market Strategic Firm (SM Department Store) Lucena City - 2007-09 - 2009-11

Duties and Responsibilities:

- Maintain, control and update records, reports and datasheets on a periodic basis and document control
- Issuing and renewing security passes for site staff
- Track operation costs, monitor projects progress and status updates and generate monthly reports/spreadsheets using the provided information
- Coordinate, assign tasks and resources, follow-up with internal and external entities and individuals to track the deliverables against deadlines and projects plans in liaison with project/function managers
- Review document classification, retention, archival, retrieval and lifecycle

- Validate and ensure compliance with Business Continuity Requirements

EDUCATION

Bachelor Degree of Hotel and Restaurant Management in Hotel and Restaurant Management

St. Anne College Lucena Inc

ADDITIONAL INFORMATION

Skills

- Business development • MS Office Knowledge
- Excellent computer knowledge • Organizational and communication skills
- Self-motivated • Leading skills
- Projects management • Time management
- Handle work pressure • Teamwork spirit

Skill