****

 ***aljan auie c. Uy***

405 MHK Bldg. New Alkhoory 1, Al Nahda 2, Dubai. UAE.

Awishelby06@gmail.com / +971 52 596 9507

**ACHIEVEMENTS**

 Achievement top recruiter 2019

 Achievement best branch manager

 Achievement employee of the mos June – September 2018

**Professional Experience**

COMPANY NAME 24-7 intouch May 2019 – Present

Company Address 10/F Cyberpark Tower, 1 General Aguinaldo Ave, Philippines

**HR Executive**

**Recruitment**

* Source potential candidates from various online channels
* Crafting job description to be sent through email and to be posted on online channels
* Screen incoming resumes and application forms
* Interview candidates (via phone, video, and in-person)
* Prepare practical and logical test
* Advertise job openings on company’s careers page, social media, job boards and internally
* Provide shortlists of qualified candidates to hiring managers
* Send job offer emails and answer queries about compensation and benefits
* Participate in job fairs and host in-house recruitment events
* Work closely with managers to gain a comprehensive understanding of the company's hiring needs, in terms of skill requirement and characteristics
* Perform basic reference and background checks

**On-Boarding & Off-Boarding**

* Create & improve on-boarding/off-boarding process.
* Update and keep records of employee details.
* Track and follow-up on employee required documents.
* Medical insurance & other benefits enrollment
* Coordinate with IT Department for Accounts Creation and Hardware needed.
* Creating and amending labor contracts.
* Requesting for deactivation of account for leaving employee and follow other off-boarding process

**HR Administration**

* Monitor Daily Attendance.
* Update and Record Employee Sick, Vacation, and Emergency Leaves.
* Support on Monthly payroll process.
* Design and implement HR policies in line with industry standards & organizational values and provide guidance across departments
* Administer performance management programs to identify individual achievements and competencies
* Encourage and advocate positive working environment to achieve organizational culture
* Perform any other duties that may be assigned.

COMPANY NAME: Tipid Calls April 2018 – May 2019

Company Address: 6th Floor Cyberone Building, Eastwood City Cyberpark, Quezon City

**Customer Service Representative**

* Responding promptly to customer inquiries.
* Keeping records of customer interactions, transactions, comments, and complaints.
* Ensure customer satisfaction and provide professional customer support.
* Communicating and coordinating with colleagues as necessary.
* Handle customer complaints, provide appropriate solutions.

COMPANY NAME: Love Desseerts February 2017 – March 2018

Company Address : 915 Banawe Corner Roxas Street, Manresa, Banawe, Quezon City

 **Store Manager**

* Delivering superior food and beverage service and maximizing customer satisfaction
* Coordinating daily restaurant management operations
* Maintaining safety and food quality standards
* Training staff to follow restaurant procedures
* Hire, train, and supervise restaurant employees
* Address customer needs, comments, and complaints
* Address customer needs, comments, and complaint

**EDUCATION AND TRAINING BACKGROUND**

South East Asian College Inc.- Q.C Philippines June 2011– August 2016

**Bachelor in Science in Tourism Management**

Online Training / Actual Training Here

* Amadus GDS training

**PERSONAL INFORMATION**

Date of Birth: June 28, 1995

Gender: Male

Civil Status: Single

Citizenship: Filipino

**cHARACTER REFERENCE**

Character reference will be available upon request

*I hereby certify the above information’s are true and correct through the best of my knowledge.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Aljan Auie C. Uy**

**Applicant**