

# Fritzi Mary Ortega

## HR/ADMIN ASSISTANT



### Contact

#### Address

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### Professional Summary

Well-organized Human Resources Assistant bringing 6 years of superior performance in a fast-paced HR environment. Communicative and decisive with focus on improving and retaining efficiency in HR administration, payroll and recruitment, utilization of HRIS, and employee relations.



### Personal Information

Nationality: Filipino

Height: 5'4

Date of Birth: September 8, 1990

Marital Status: Single

Religion: Christian



### Work History

2020-09 –  
2021-06

#### ADMIN OFFICER/SECRETARY

Aitken Marine International, JLT Dubai, UAE

- Managed office supplies inventory by restocking to maintain adequate stock levels.
- Ensures on time renewal of company trade license, tenancy contract, ejari, and other company compliance in DMCC.
- Prepare company presentations, letter of requests, minutes of the meeting, and proof reading of contracts
- Arranging CEO daily schedule, reminders, travel arrangements, etc.
- Updating company phonebook directory with new clients & suppliers
- Handles the application and renewal of visa thru DMCC portal
- Handles company expenses thru pettycash
- Arranging of regular services: maintenance, cleaning, technicians
- Purchase and issuance of company expenditures, phone, laptop, etc.
- Ensures products ordered and received are complete and in good condition
- Prepares and issue purchase orders to suppliers
- Ensures tax invoices received match with the P.O before forwarding to accounts



### Skills

Recruitment



Payroll



License Renewal



HRIS



HR Policies & Guidelines



Employee Relations



Office Administration



### Software

Word



Excel



Power Point



### Languages

English



Tagalog



2019-09 -  
2020-06

#### **HR - ASSISTANT**

Alpha Flight Services Sharjah, UAE

- Answering phone calls, e-mails, sorting and filing
- Performs ticket booking and travel arrangements for executive and staff
- Performs vacancy posting in social media and other recruitment platforms
- Performs screening of candidates and conducts personal interview
- Provides end to end on-boarding process and new hire orientations
- Create and update physical employee file records and data entry in HRIS
- Prepare and issue employment contract, offer letter, salary certificates, NOC letters, memo, pay slip and COE
- Assists PRO by providing documents for end to end visa application/cancellation
- Responsible for end to end application/cancellation of salary atm, health insurance, and return claims
- Prepares monthly payroll by enduring accurate attendance, absences, annual leaves, sick leaves, overtime, and deductions in HRIS
- Performs and oversees data entry and regularly updating employee information, leave management, roster, and overtime in HRIS
- Assists HR Manager in creating policies, strategic planning, etc
- Prepares company compliance reports to HR Manager and Dnata
- Provides assistance relating to leaves, company policy, benefits, etc.
- Assists the HR manager in preparation of documents used for disciplinary meeting
- Organize company events, and programs dedicated for employee's welfare and recognition
- Managed office inventory by restocking office supplies to maintain adequate stock levels.

2018-01 -  
2019-05

#### **HR / ADMIN SUPERVISOR**

Arky Construction and Supply Quezon City, Philippines

- Facilitated onboarding sessions for new hires, bolstering employee job position knowledge and skillset.
- Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.
- Educate staff on HR software functionality with special emphasis in Leave filing, Attendance and Overtime features.
- Maintained company compliance with all local, state and federal laws, in addition to establishing organizational standards.
- Followed programs closely to assess effectiveness and make proactive changes to meet changing demands.
- Prepares and ensures accurate time keeping and payroll of all employees.
- Overseas leave management, overtime, and daily attendance
- Prepares and issues memo, contracts, coe, salary certificate, etc.
- Organize annual team building, recognition program as part of employee engagement and welfare.
- Conducts disciplinary investigation and issuance of disciplinary letters
- Assists HR Manager in creating/updating company policies, trainings, etc.

2013-10 -  
2017-12

#### **HR/ADMIN ASSISTANT**

AUTOHUB GROUP OF COMPANIES, BONIFACIO GLOBAL CITY, PHILIPPINES

- Prepares time keeping and ensure accurate attendance in HRIS.
- Responsible for job posting, recruitment and selection of qualified potential employees.

- Create and update files of employees in HRIS and internal database.
- Prepares and assist HRM in company-initiated training, policy making, and programs.
- Responsible for monitoring leaves, ticket eligibility, leave balance, etc.
- Performed various administrative functions, including filing paperwork, delivering mail, & sorting mail
- Coordinated work activities of subordinates and staff relating to employment, compensation, labor relations and employee relations.



## Education

2009-06 -  
2013-06

### **Bachelor of Science: Foreign Service**

LYCEUM OF THE PHILIPPINES - GEN. TRIAS, CAVITE, PHILIPPINES

- Dean's List
- Academic Scholar



## Certifications

2019-03

Construction Occupational Safety and Health – Safety Officer 2

2013-03

Test of English for International Communication (TOEIC)