

ROSALINO PEREZ ALDUÑAR

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262 San Agustin-II, Dasmariñas City, Cavite 4114, Philippines

DOB: 20 June 1972 with Valid Passport until 16 Feb 2028 & Driver's License until June 2028



Experience

Aug 2019 – Mar 2023 **Excellence Path for Human Resource Co., Jeddah, KSA**

Mar 2023 – May 2025 (Worked remotely)

- **Admin & HR Internal Audit Manager**
Oversees HR audits, reviews policies, ensures compliance, analyzes HR processes, identifies risks, prepares reports, recommends improvements, monitors corrective actions, and provides HR operations align with company policies and regulations.
- **HR Business Development Manager**
Responsible for identifying HR service opportunities, building client relationships, and aligning HR initiatives with business goals. Supports talent acquisition, employee development, and market expansion to drive organizational growth.

Feb. 2009 - Jul 2019 **Tamkeen Industrial & Trading Co. Ltd., Jeddah, Saudi Arabia**

- **Admin & HR - Internal Audit Manager**
Oversees HR audits, reviews policies, ensures compliance, analyzes HR processes, identifies risks, prepares reports, recommends improvements, monitors corrective actions, and ensures HR operations align with company policies and regulations.
- **HR Operations Head**
Leads HR operations, oversees payroll and benefits, manages HR processes, ensures policy compliance, improves HR systems, supervises HR staff, supports employee relations, and ensures efficient, aligned HR service delivery.
- **HR Specialist**
Handles HR tasks, supports recruitment, assists in onboarding, maintains employee records, ensures policy compliance, prepares reports, assists in training, addresses employee queries, and supports daily HR operations efficiently.
- **Office Manager**
Oversees office functions, manages administrative tasks, supervises staff, maintains supplies, organizes files, handles scheduling, ensures policy compliance, supports management, and ensures an efficient, organized, and productive office environment.

Sep 2004 - Nov 2008 **KAB Holding Co. Ltd., Jeddah, Saudi Arabia**

- **Executive Secretary**
Provides administrative support to the HR Director, manages schedules, prepares HR documents, handles confidential files, coordinates meetings, assists in reports, screens calls, and ensures smooth daily HR office operations.

Mar 2002 - Jun 2004 **Saudi Aramco Mobil Refinery Co. Ltd, Yanbu, Saudi Arabia**

- **Secretary**
Handles administrative tasks, manages schedules, prepares documents, answers call, greets visitors, organizes files, assists with meetings, handles correspondence, and ensures efficient daily office support and organization.

Dec 1995 - Feb 2002 Leader Cable Philippines Corporation- Cavite, Philippines

▪ **Production Secretary/ Clerk**




Provides administrative support in production, prepares and files documents, manages schedules, records data, assists in reports, coordinates with teams, handles calls, and ensures smooth, organized production office operations.

Educational Attainment




May 1998 - Apr 2000 National College Of Science & Technology
Associate degree/ Associate Computer Technology

Trainings / Seminars






Taken at Alison International via Online Platform (Founded in Ireland)

-  Human Resource Discipline and Termination
-  Human Resource System and Processes
-  Human Resource Management Employee





Taken at Philippine Consulate General, Jeddah KSA

-  PC Hardware Assembly
-  Basic Computer Networking
-  Microsoft Access
-  Image Editing

Taken at Saudi Aramco Mobil Refinery (SAMREF), Yanbu AlSinaiyah, KSA

-  Negotiate To Win
-  Effective Communication
-  The Team Approach
-  Solving People-Problems on-the-Job
-  SAP R3(System Application & Products)

Taken at Leader Cable Philippines Corporation, Cavite, Philippines

-  ISO/DIS 9001:2000 Quality Management System
 -  ISO 9002 Awareness Seminar
 -  Walk-Your-Talk - A Value-ing Seminar
 -  First Aid Training
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Skills

- Administrative & Organizational Skills
- Attention to Detail
- Confidentiality & Discretion
- Communication Skills
- Time Management
- Team Supervision & Support
- Policy & Compliance Knowledge
- Analytical & Problem-Solving
- Technical Proficiency
- Interpersonal Skills
- Process Improvement
- Report Preparation
- Multitasking