

Jayrom Base Alarcio

**Human Resources Administrator/Recruiter
(Manpower Planning & Organizational Dev't. Department)**

Current Middle East Specialized Cables (MESC), Co.
Previous Eastern Recruitment Company
 Fircroft-Seder Group
 Arabian Food Supplies, Co.
 Manila International Airport Authority,
 Walmart Supermarket/Abenson Group of Companies
Education Bicol University
Mobile No. +966 572878123/ +966 569122750
Email Add. alarcio.jayrom@gmail.com



Employment Background

Operations Support Officer (HR & Recruitment)

Adyaf Gulf Company Ltd.

01 August 2021 – up to date

- Screens & shortlist candidates for all the positions or manpower requirements of the company;
- Post job openings for all positions in all the job portals available and even in all Social Media platforms;
- Coordinate with the different Manpower Agencies we have in different countries for our Manpower requirements;
- Negotiate and prepares Employment/Job Offer for those accepted candidates;
- Coordinate and update the concerns department of the status of their manpower requirements, on a regular basis;
- Prepares or handles onboarding of new employees and have them fill out the onboarding forms and other requirements, such us medical examination for Iqama, Insurance, Baladiya, etc.;
- Prepared 201 Files of all the new employees and updates the Recruitment Dashboard;
- Prepares Memo for the joining of all new employees and coordinate their accommodation requirements and transportation service from the airport;
- Coordinate the flight bookings of new employees and those who are going for vacation and all their requirements (vacation money, Exit Re-Entry (ERE) or Exit Visas');
- Attend weekly meeting in behalf of the Recruitment department and gives updates on the Recruitment and other concerns;
- Serves as one of the contact person of the employees on their concerns related to HR, Recruitment, etc.;
- Performs other related functions.

Human Resources Administrator/Recruiter:

Middle East Specialized Cables (MESC), Co.

March 2018 – 31 July 2021

- Post Jobs in LinkedIn and screens/shortlists the candidates who are qualified candidates based on the given job requirements/descriptions
- Prepares Memorandum, business letters and other written communications

- Facilitate the conduct of the Performance Appraisal (Bi-Annual & Annual) of all the employees.
- Provides high quality administration support to recruitment initiatives, helping the Company to present an image of MESC as committed to staff welfare and to performance.
- Ensures that the Recruitment team adds value to MESC by working in ways that are thorough, cost efficient, effective and responsive.
- Liaises with local recruitment agencies in accordance with recruitment requirements for contractors and permanent staff.
- Undertakes tasks related to recruitment interviews including; confirming JDs, placing of adverts, compilation of potential candidate details, arranging pre-interview screening, confirming interview dates and arrangements.
- Organizes technical and HR interviews with short-listed candidates by liaising with line manager interviewers and short-list candidates'/sourcing agencies
- Prepares interview paper works, records and files of the outcome of interviews.
- Prepares Formal Offer Letters and Contracts of Employment (with the appropriate company signatures from the Manpower Planning and Recruitment Manager
- Assists in advance planning for the arrival of the new employee through contact with the line-manager if necessary in respect of dates and possible employee needs.
- Completes relevant elements of the HR Employee File prior to the date of commencement, contacting the training section and other necessary departments to meet clothing and equipment requirements (IT – computer access; HR Services – office accommodation; Safety – clothing/shoes/lockers, etc)
- Forwards the HR new Employee File to HR Services for post appointment attention and use.
- Undertakes other such tasks, including office reception, providing cover for colleagues and attendance at team meetings as directed and commensurate with the role.
- Handles and monitor the HR Customer service portals ensuring that all the request, queries and concerns of the employees are address on-time.

Operations Coordinator (Human Resources)

Eastern Recruitment Company (ERC)

November 2017 – to present, Al Khobar, KSA

- Handles all Human Resource related concerns of all employees of the whole department (Admin & contracted employees)
- Prepares monthly timesheet/payroll of our contracted employees More or less 5,000 employees)
- Prepares/Updates reports/calendar of those employees who are going for vacation, emergency leave and request for encashment.
- Coordinates all employees concerns from all the office branches in the Kingdom (Jubail, Riyadh, Dammam, Al Hassa & Al Khobar)
- Checks the expiration of the Residence Work Permit of all the employees.
- Facilitates the booking of the tickets of all the employees who are going for vacation.
- Distributes the medical insurance cards of all new employees.
- Facilitates/monitors the processing of employees vacation and final settlements.
- Processes final exit documents/requirements of all employees for exit.

Mobilization Specialist/Visa and Logistics Coordinator

Fircroft Recruitment- Seder Group, Trading & Contracting Co.

January 2017 – November 2017, Al Khobar, KSA

- Handles the Mobilization process of all the consultants hired by Fircroft for our respective clients
- Monitors and update the Dashboard/Database of all the Fircroft-Khobar Consultants/Employees
- Coordinates the submission of all the requirements of all the consultants prior to the processing of their mobilization
- Prepares Guarantee Letter, Employment Contract and the Letter of Invitation (LOI)
- Insures that all the consultants are being enrolled in the insurance coverage
- Prepares Request for Travel Order and Air Ticket arrangement for our permanent consultants/employees
- Facilitates the issuance of Multiple Entry Visa (MERV)/Single Exit Re-Entry Visa (SERV) of our consultants/employees
- Facilitates the Visa renewals, visa runs and visa applications of our consultants
- Makes sure that the proper documentations are being followed
- Prepares summary or monitors the submission of the timesheets of our consultants
- Performs other related functions.

Human Resources Representative

Arabian Food Supplies, Co

March 2013 – December 2016 (3 years and 9 months) Riyadh, KSA

- Processes and Evaluates new employees requirements and ensure that he/she complied
- Processes the insurance of the employees for the renewal of their Iqama or Residence Permit cards/IDs
- Processes and evaluates leave applications;
- Facilitates/conducts exit interviews, final settlements, incident reports and documentations;
- Coordinates with the concerned divisions on the employees issues and concerns;
- Coordinates and updates the insurances of the employees;
- Conducts investigation on the violations committed by the employees and give recommendations and sanctions based on the company policies and procedures and on the Labor Laws;
- Prepares communication letters, memorandum and other business letters; and
- Performs other related functions.

Human Resource Development Researcher

Manila International Airport Authority (MIAA)

January 2009 – March 2013 (5 years 3 months) Pasay City, Philippines

- Prepares/consolidates Annual Learning and Development Programs for the employees of the MIAA;
- Prepares Program Review and Analysis (PRA) of the HRDD (Quarterly & Annually);
- Interviews applicants and decides who will be hired;
- Facilitates trainings/learning activities and act as the emcee/program coordinator/facilitator;

- Evaluates the effectivity of the trainings/learning activities being conducted or offered to employees;
- Evaluates the performance of the On-the-Job (OJT) trainees;
- Conducts final and exit interviews to all the OJTs of the MIAA;
- Researches new trainings or learning activities being offered by different learning institutions such as: Airport Council International (ACI); International Civil Aviation Organization (ICAO), American Society for Training and Development (ASTD), and others, that would help to the development of the MIAA employees;
- Evaluates and identifies training needs and learning activities suited for the employees;
- Coordinates and organizes learning activities/seminars/conferences/events and meetings (in-house, local & foreign)
- Prepares and processes learning activities documents/proposals/justifications & evaluations of personnel (from the General Manager to rank-in-files), who wanted to attend learning activities;
- Prepares memoranda, office orders, circulars, referendums and other business/communication letters;
- Coordinates with Foreign and Local learning activities/trainings providers;
- Prepares the Travel Authority of the GM and the officials who are going to travel outside the country;and
- Performs other related functions

Human Resource Development Assistant

Manila International Airport Authority

September 2007 – January 2009 (2 years 5 months)Pasay City, Philippines

- Coordinates and organizes learning activities/seminars/conferences/events and meetings (in-house, local & foreign);
- Monitors/Facilitates learning activities conducted in-house;
- Evaluates the impact of the learning activities conducted in-house (mandatory);
- Prepares pre and post learning activities requirements (program, speech, RS introduction, pre & post test, RS and course evaluations;
- Coordinates with Foreign and Local learning activities/trainings providers; and
- performs other related functions.

Team Leader/Supervisor

Walmart Supermarket/Abenson Group of Companies

February 2007 – June 2007 (5 months)Makati City, Philippines

- Supervises the store operations (Food Section);
- Handles more or less 50 Merchandisers;
- Consolidates all the Purchase Orders (POs) submitted by merchandisers of all the items, makes sure the critical/best sellers are available;
- Coordinates with the suppliers;
- Participates in formulating Marketing Strategies to increase the sales of the store;

- Directly reporting to the Store Manager; and
- Performs other related functions

Eligibility:

***Civil Service Professional Eligibility**

Civil Service Commission, Republic of the Philippines

Officership/Membership to Organizations/Clubs:

Member (since 2014)

Toastmasters International (TI)

(**Toastmasters International** is a nonprofit educational organization that operates clubs worldwide for the purpose of helping members improve their communication, public speaking, and leadership skills)

Member (since 2014)

PICPA Riyadh Toastmasters Club (PRTC)

*Pioneering Filipino professionals toastmasters club in Riyadh, with members from different fields of studies/profession

Vice President for Education

PICPA Riyadh Toastmasters Club (PRTC)

2nd Term, PY 2015-2016

Riyadh, Kingdom of Saudi Arabia

Vice President for Public Relations

PICPA Riyadh Toastmasters Club (PRTC)

Riyadh, Kingdom of Saudi Arabia

1st Term, PY 2015-2016

Riyadh, Kingdom of Saudi Arabia

Vice President for Membership

PICPA Riyadh Toastmasters Club (PRTC)

2nd Term, PY 2014-2015

Riyadh, Kingdom of Saudi Arabia

Education:

Bicol University

Bachelor of Communication Arts (AB) Major in Journalism

2002 – 2006

Activities and Societies: - Bicol University Union of New Journalists (BUNJOUR) - College Student Council (CSC)

Personal Information:

Birthday : **August 17, 1984**

Marital Status : **Married**

You may contact me in my personal email address at: alarcio.jayrom@gmail.com or at my mobile number: +966572878123