



Christopher L. Torres

Experience

September 26, 2020 – Present

Senior Process • Executive • Infosys BPM Limited

December 03, 2018 – December 23, 2019

Payroll • Associate • Business Process Outsourcing International

March 15, 2018 – November 15, 2018

Human Resource • Consultant • Forward Solutions Techlab

September 27, 2017 – March 12, 2018

Agent • Customer Service Representative • RMS Collect Philippines

August 01, 2016 – May 19, 2017

Officer • Professional Services • Sprout Solutions

April 06, 2015 – July 29, 2016

Associate • Client Deliver • Excelity Global

June 11, 2012 – November 16, 2013

Assistant • Human Resources • Shopping Center Management Corporation

Duties and Job Responsibilities

- Handles EMEA Payroll inquiries using Peopleforce, run monthly reports using Workday, validating payslips using ADP Freedom, ADP Global View and SAP
- Data Mining (Final Pay and Retirement Computation), Document rebuilding, Tax adjustment, End-to-end Payroll Processing, Payroll, Retirement, Final Pay data validation
- End-to-end payroll processing, daily monitoring of CRM, process final pay computation, BIR 2316 preparation and submission for outsourced clients, making recommendation for bug fixes, escalations & customizations.
- Prepares and summarize timekeeping document for payroll processing, prepares request for annual uniform issuance, prepares and issues Incidental Violation Report, prepare/ audit/ follow up back pay of resigned employees, enroll & delete employees in HMO.

Education

De La Salle University-Dasmariñas, Dasmariñas City, Cavite

- Bachelor of Science in Business Administration Major in Human Resource Development
- PRO Internal (2007-2008)- Human Resource Development Program Council
- Vice President (2008-2009)- Human Resource Development Program Council

Leadership

Provide proper task to each member of the team to be done for the day

References

[Available upon request.]

 Blk 5 Lot 1 Pearl st. Silver Homes Classic, Mambog 1, Bacoor City, Cavite, 4102

 +639186192737

 torres.christopherllup@gmail.com