



DARYL ANNN S. AUNGON

HR PROFESSIONAL

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PERSONAL PROFILE

Skilled and professional with almost nine (9) years experience in human resources, client interaction recruitment payroll and highly effective at verifying documents while meeting the company policies,regulatory practices and legal requirements

EDUCATION BACKGROUND

ECOLOGICAL AND AGRICULTURAL DEVELOPMENT FOUNDATION , INC.

ORGANIC AGRICULTURE PRODUCTION-NATIONAL CERTIFICATE II (AUGUST 2019)

UNIVERSITY OF ST. LA SALLE

BACHELOR OF ARTS MAJOR IN PSYCHOLOGY (MARCH 2010)

SKILLS

- Personnel Records Maintenance
- Timekeeping and Payroll Processing
- Proficient in computer skills
- Ability to work under pressure and multi-task
- Ability to follow instructions and deliver quality results

WORK EXPERIENCE

HR Officer

PROPTON HOLDINGS, INC • AUGUST 2021 TO PRESENT

- Supporting the development and implementation of HR initiatives and systems
- Providing counseling on policies and procedures
- Being actively involved in recruitment by preparing job descriptions, posting ads, and managing the hiring process
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data, etc.) according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance

HR Generalist Supervisor

PH GLOBAL JET EXPRESS, INC. • MARCH 2021 TO JUNE 2021

- Oversee all HR facets (Recruitment, Legal, Compensation and Benefits, Employee Relations and Training
- Maintain the integrity of the HRIS
- Communicate with the HR head and Operations Manager to keep informed on trends, risks, or more serious issues.
- Act as the point of contact of employees of the local markets.
- Maintains the work structure by updating job requirements and job descriptions for all positions



0909-827-8227



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WORK EXPERIENCE

Farm Overseer and Assistant Trainer (Part-time)

ECOLOGICAL AND AGRICULTURAL DEVELOPMENT FOUNDATION INC. • JUNE 2018 TO SEPTEMBER 2019

- Prepare farm plan and budget for the organic garden.
- Supervise farm activities (land preparation, planting, fertilization, weeding, etc.)Conducts actual training specifically on areas of organic agriculture production.
- Perform FarmGarden records and report generation.

HR Specialist

ABE INTERNATIONAL BUSINESS COLLEGE. • AUGUST 2016 TO FEBRUARY 2019

- Searches for ideal candidates for both Academic and Non-Academic vacant positions on the campus (Selection process and Initial Interview)
- Timekeeping for the payroll preparation.
- Monitor and update personnel movement such as promotions, regularizations, and transfers.
- Implement employee benefits such as incentives, and government-mandated benefits.
- Orientnewly hired employees.
- Compute performance ratings of all non-academic employees.

Junior Compensation and Benefits and Labor Relations Specialist

ALDRTZ CORPORATION. •MARCH 2015 TO JUNE 2016

- Compiles employee time and production records using a calculator and computer.
- Computes total time worked by employees, using a calculator or computer and post time worked to master time-sheet and routes timesheet to payroll in-charge.
- Handle complaints or questions regarding discrepancies.
- Monitor SickVacation Leaves of employees and perfect attendance per month.

HR Recruitment of Head Office

VALLACAR TRANSIT, INC. •APRIL 2010 TO ANUARY 2015

- Develop or improve testing tools for recruitment.
- Administer different kinds of tests for Managerial, Supervisory, and Rank and File.
- Maintains and updates manpower plan and prepares the monthly and weekly related reports.
- Draft employment offer letter, contracts, and endorsement for the selected candidates.
- Monitor the contract of trainee and probationary employees.
- Conduct orientation of the company policies for newly hired employees.
- Background Check applicants.

CHARACTER REFERENCES

Dr. Hernan B. Omecillo | Chief Operating Officer, Vallcar Transit Inc.
Graciano P. Liva | Management Trainee, PH Global Jet Express Inc.
Danny C. Moraca | Executive Director, EcoAgri



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