

## MARIGRACE U. RABAJA

Antipolo Rizal Philippines | (639) 9560219976 | marigrace.rabaja@gmail.com



### Career Summary

Human Resources and Administration professional with more than fourteen years experienced in function of recruitment; staffing; compensation and benefits; employee relations and administrative tasks.

### Skills Summary

- Strong administration skills organized, thorough, systems orientated with meticulous attention to detail.
- Proficient in using Microsoft applications (including but not limited to Excel, Word and PowerPoint)
- Proficient on other software e.g. HRIS (use for Human Resource), Aconex (use for Document Management System) and ERP (use for business process management).
- Proactive, punctual and reliable.
- Ability to communicate at all levels
- Professional verbal and written communication skills
- Can adapt to a fast-changing process and work environment
- Highly analytical and keen details

### Professional Experience



*Established in 2003 in Abu Dhabi; and in a short period of time the company was able to secure mega projects such the Imperial College London Diabetes Centre which was completed in 2006 for Aldar; Oger Abu Dhabi execute UAE University project in Al Ain; and Abu Dhabi Financial Center (ADFC). Currently Oger Abu Dhabi is executing Louvre Museum joint venture for Arabtec and SanPjose. With the fusion of western technical expertise achieved from its overseas subsidiaries and the Middle Eastern knowledge and experience, the Company has become the center of excellence for the Construction, Facilities Management services and Infrastructure Project Development of challenging, prestigious and complex projects of advanced technology throughout the Middle East, Africa and Europe*

### Accomplishment

- Initiated and created the orientation process for all new employees.
- Audited the HRIS database and received special recognition with “Thank You “Award.
- Created the standard exit process and interview survey to plan and address the attrition issue that will help management and HR implement program for retention.
- Collaborate with the IT department to create a streamlined on boarding process for new hires.

### Human Resources Officer / Administrator

**May 07, 2007 – February 28, 2017**

- Managing and resolving all inquiry related on HR matters from employees by direct inquiry, emails and telephone calls in accordance with the company policy and UAE labour law.
- Sourcing and interviewing applicants for current and future manpower requirements.
- Performing on boarding orientations for new employees, ensure they understand all company benefits and compensation program
- Arranging the medical test, visa, medical insurance for the newly hired employees entering the site project.
- Managing over 4500 to 5000 personnel files in accordance to policies and federal UAE Law and regulations.
- Explaining and disseminating notices and information for new policies and procedures.

Marigrace Rabaja  
Mob. No.: +639560219976

- Monitoring employee's attendance and tardiness and issue disciplinary action when necessary.
- Handling the leave request as per company policies and in accordance with UAE labor law.
- Processing payroll for more than 500 employees and variations accruals.
- Generating employee tracking reports each month.
- Assisting the employees on request of bank letters and salary certificates.
- Handling the employment letters and employment verifications, housing advances, private school fees and payment refund.
- Reviewing forms for accuracy, completeness, and ensuring data accuracy.
- Assisting with the off boarding employees demobilization in the project site.
- Issuing and monitoring the process notifications to employee, manager, HR and other as required.
- Arranging the demobilization plan for the project in line with their Managers approval.
- Meeting and advising the separating employee and follow up on off boarding status.
- Assisting in preparing of final determining and end service benefits.
- Performs other tasked as maybe assigned by the line Managers.
- Assisting and supporting on all administration including but not limited to preparing correspondences and systematic filing.
- Assisting and supporting the marketing and purchase related activities.

## **Reliance Resources Corporation Philippines**

*Is a company founded to assist in the business of Manpower and Property Management. Its formation was envisioned by a group of individuals whose exemplary contribution to the industry span for more than thirty years and provides Manpower and Property Management services to many of the top Philippine conglomerates. We deploy thousands of personnel in more than a hundred locations nationwide. Our mobility traverses from schools to hospitals, from commercial malls to industrial plants, and from vast estates to high rise condominiums and hotels. Our market coverage is one of the largest in the country today.*

### **Accomplishment**

- Gained new clients with annual revenue of 10M PHP for the company and deployed 100 or 200 personnel as additional manpower service
- Managed the full cycle of recruitment and staffing mostly of office personnel (receptionist, office cleaner, secretary and sales merchandiser) high turnover average of 150 recruited applicants on monthly basis.
- Sourced and processed job application on an average of 500 to 700 monthly.

## **Talent Acquisition Specialist**

**Apr 2002 – Feb 2007**

- Developed long-term and trustworthy relations with clients.
- Communicated with clients on the qualifications of required candidate applicants.
- Developed a good relation with the client for an additional manpower in their company
- Developed and implemented short and long term recruitment campaigns on behalf of clients.
- Managed the full cycle of recruitment process (sourcing, interviewing and final selection of applicants as per the client approval of candidates.
- Provided general career advice and guidance
- Orients candidates on suitable roles and preparing candidates for client interview.

## **Academic Qualification**



**Bachelor of Science, Business Administration (BSBA-Mar 2002)**  
**SANTA ISABEL COLLEGE MANILA, Philippines**



## **National Certificate II in Caregiving**

### **Training/Seminar**

- **Certificate of Volunteer**  
July 2017 up to present, Tahanang Balik Alay, #23 vua Venito St. San Francisco Village Muzon Tatay, Rizal
- **Certificate of Regular Volunteer**  
April 21, 2018 up to present, Gabay sa Landas Foundation, E de la Paz St, Angono, Rizal
- **9th Monitoring Evaluation Programs and Projects**  
May 15-19, 2006, Institute for Small Scale Industries, University of the Philippine, Diliman Quezon City, Philippines.
- **Introduction to Human Resources Development**  
February 4-5, 2006, University Hotel, University of the Philippine, Diliman Quezon City, Philippines
- **Business Writing Course**  
March 14, 2002, School of Labor and Industrial Relations, University of the Philippines, Diliman Quezon City, Philippines

### **Personal Information**

- Nationality: Philippines
- Marital Status: Single
- Age: 38

### **Interest and Hobby**

- Travelling
- Reading books

### **References**

Available upon request