



Bench Julia A. Rosalinas



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OBJECTIVE

Secure a responsible career opportunity to widen my training and skills, while making a significant contribution to the success of the company.

SKILLS

- Attention to detail
- Computer Literate
- Organize
- Can work under pressure
- Ability to multitask

WORK EXPERIENCE

HR TIMEKEEPER

*Puregold Price Club Inc.
Paco, Manila*

Feb 16, 2022 -
present

- Communicate with HR Store for employee's concern and query.
- Maintain time sheets and encoding time and attendance data of on-loan and roving employees.
- Responsible for keeping track of leave time such as sick leave, vacation leave, etc.
- Ensuring that time sheets are submitted and acknowledged by the employees on time for them to check if there are corrections.
- Check employee's adjustment letter for unfiled/wrong filing of change shift, change rest day, leave and overtime for salary adjustment.
- Make reports for salary adjustment, employees without attendance, employees with suspension, and on-loan and roving employees.

LANDBANK ABP OPERATOR (PHILSYS)

*Arah Paula Trading
Dinalupihan, Bataan*

Mar 2021-Nov 2021

- Ensure proper handling and stored at all times of the card inventory (cards) and AB POS terminal.
- Perform marketing of the Landbank Agent Banking Cards to PhilSys registrants to entice them to avail of the card once registered in PSA.
- Perform KYC to PhilSys Registrant before account opening of the free Landbank Agent Banking Card
- Encoding registrant's information for account opening.

HR / GENERAL CLERK

*Active Cooperation for Economic
Sustenance Multi-purpose
Cooperative
Quezon City*

Feb 2020-Mar 2020

- Send event reports/attendance of all indirect employees of Puregold to their agencies.
- Encode the timekeeping forms of indirect employees from Head Office.
- Check the billings from the store.

CUSTOMER SERVICE REPRESENTATIVE

*[24]7.ai Philippines
Ortigas, Pasig City*

Sep 2019-Dec 2019

- Managing large amount of inbound calls.
- Identifying customer's needs and concerns, clarifying the information and providing solutions and/or alternatives.
- Building relationship with the customer, giving proper information and educating the customer in terms of the policies and procedures.

INTERN

*Sealanes Marine Services Inc.
Makati City*

Nov 2018-Mar 2019

HR Department

- 201 filing
- Assisting the HR Officer in conducting interview for applicants.
- Doing resume search via Jobstreet and contacting the qualified applicants for their scheduled interview.
- Giving exams to applicants and assisting them.
- Checking the requirements of the new hires.
- Making employee id's (probationary and regular employees).
- Making birthday and new hire design posts.

Operations Department

- Scan and photocopy the documents of the seafarers (medical and travel documents).
- Assist in the front desk.
- Encode CV of seafarers in MS Excel.

EDUCATIONAL BACKGROUND

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN
RESOURCE DEVELOPMENT MANAGEMENT MINOR IN SERVICE
MANAGEMENT FOR BUSINESS PROCESS OUTSOURCING**

**Polytechnic University of the Philippines
Sta. Mesa, Manila**

I hereby certify that the statements and information above are true and correct to the best of my knowledge.



Bench Julia A. Rosalinas
Applicant