



Jeodito Gresones Ramos

Summary

Dynamic and motivated professional with a proven record of generating and building relationships. Proven professional with extensive interest and experience of 12 years. Skilled at building relationships with employees across all levels of an organization. Proficient with HRMS, Recruitment local & international, employee file tracking, leave management, HR records, and benefits management.

Experience

S.A. TALKE

HR & Administration Specialist

May 27, 2014 - May 26, 2022 (8 years)

Al Jubail Industrial City, Saudi Arabia

- Coordinate and process HR activities in areas of recruitment, employment, benefits, & employee relation.
- Sourcing potential candidates on all social media platforms and different websites.
- Coordinate recruited, interview, and recommended employees to fill vacant positions within the organization.
- Conduct recruitment campaigns in different cities and screen applicants for interviews.
- Develop job descriptions and post job listings on website such as Naukrigulf, Monster.com, bayt.com, and LinkedIn.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Informing the employee of job duties, responsibilities, schedules, and working conditions.
- Responsible for all air ticket booking and hotel reservations both local and international, arranging transportation, and keeping track of the schedule for proper task distribution to the driver.
- Manage medical insurance policy review for renewal, medical card issuance, member deletion, amendment, upgrade, and downgrade of membership classification.
- Prepare and analyzes reports that are necessary to carry out the functions of all departments.
- Scrutinize invoices for medical insurance, air-ticket, hotel invoices, etc.
- Prepare different types of certificates, letters, and endorsements. Prepare periodic reports for management as necessary or requested.
- Coordinate the identification of the training needs of employees, establish in-house employee training, and maintain all employee training records.
- Tracking GR – Functions Visas (Employment/visit/work visas, keeping track of multiple entry visas, work visas obtained.
- Planning employee's vacations, leave entitlement, travel authorization, loans, and advances, end of service record, updating compensation benefits, performance evaluation, promotion, and transfer.
- Employee records by maintaining and updating employee personnel files, updated compensation benefits, performance evaluations, and disciplinary actions.

CONTACT

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TOP SKILLS

- Recruitment
- Job Posting
- Human Resources
- MS Office Applications
- CV Sources
- Web Research
- PDF Formatting

CERTIFICATIONS

- ISO 9001:2015 Quality Management System Awareness Training Course
- Safety Officer 1 and Training of Trainer

EDUCATION

AMA University

ABPSYCH, Bachelor of Arts in Psychology (2017-2022)

De La Salle-College of Saint Benilde

BSBA Business Management- Undergraduate (2009-2010)

Tharshall Training Institute

International Hotel Operation Management

Gabriel Taborin College of Davao

Computer Programming: Specific Applications(2005)

AL Navarro National High School

(1999-2004)

SAMSUNG ENGINEERING

Administrator

August 17, 2012 – March 24, 2014 (1 Year & 8 months)

Al Jubail Industrial City, Saudi Arabia

- In charge of accommodation for new direct employees and rental employees that consist of three camps such as AYTb, White Nile 1 & 2, Red Sea, and Tamimi Camp located at Ma'aden Ras Al-Khair.
- Responsible for food requests & reservations especially for employees rendering overtime, ensuring food is enough, clean, and in good packaging.
- Update Manpower Status Report and directly submit to HR Manager.
- Point of contact for all HR-Related queries Administer HR-related documentation, such as contracts of employment, benefits, and healthcare insurance.
- Ensure the relevant HR database is up-to-date, accurate, and complies with legislation.
- In charge of Exit Visa, Re-entry, Single Entry, and Multiple entry visa processing, monitoring, and all Page 2 of 4 related documents.
- Monitoring Iqama/Residents permit expiry date and renewal.
- Arrange passport renewal schedule in Riyadh Embassy (Philippines, Nepal, Bangladesh, & Etc.).
- Transmit passport to Shaybah site for Aramco ID Application.

RRJM INTERNATIONAL MANPOWER SERVICES INC.

Recruitment Officer

December 2010 – June 2011 (6 months)

Mandaluyong City, Philippines

- Coordinate overseas recruitment campaigns.
- Coordinate overseas recruitment agencies to fill vacancies.
- Control, maintains, and update manpower plan and prepares related monthly and weekly reports.
- Draft employment offer letters and contracts for selected candidates. Designs recruitment advertisements.
- Screens applicants for basic compliance with position qualifications and summarizes CV for easier evaluation by the departmental heads.
- Ensure all vacancies are filled with suitable candidates within the targeted time.
- Ensure all recruitment policies, procedures and techniques are adhered to and recommend improvements.
- Forwards collected CVs to the concerned departmental heads for evaluation and interviews.
- Obtains and assesses all certificates and testimonials of the candidates.
- Establishes and maintains files and records on an ongoing basis.

iPlus, Inc. & Infocom Technologies

Technical Support Representative

September 2006 – November 2009 (3 years & 2 months)

Makati City, Philippines

- Receiving incoming calls on average of 120 per day.
- Provide support to clients by updating customers' profiles.
- Create trouble ticket for the repair of Telephone, DSL (Digital Subscriber Line), and Dial-up connection.
- Email support and handling customer complaints.
- Coordinate with Team Leader for any un-resolve issues such as repair and billing concerns.