



PREN CHENANIAH N. ATON

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Aboitiz-Ybañez St., DDF Vill., Mandug, Davao City

CAREER OBJECTIVES

To gain work experience in a respected company by obtaining a position that would be suitable for my qualifications, absorb knowledge and develop my skills on interaction and service orientation.

CAREER SUMMARY

JULY 2021 -

PRESENT

Grand Land Inc.

HUMAN RESOURCE ASSOCIATE

- Provides job candidates by screening, interviewing and testing applicants; notifying existing staff of internal opportunities, maintain personnel records.
- Orients new employees of the company on personnel policies and ensures consistent implementation of Disciplinary Measures thru the proper observance of the disciplinary actions, company policies, rules and regulations.
- Assist in payroll preparation by providing relevant data like attendance, leave, tardiness, absences, payroll adjustment, last pay, separation pay etc.
- Assist in processing/availment of various mandatory and company-extended benefits in order to ensure maximum delivery of benefits to all employees.
- Maintain Employee Records/Database.
- Deal with employee requests regarding human resource issues, rules, and regulations.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Performs other duties that may be assigned by the immediate superior from time to time.

OCT. 2017 - OCT.

2020

POMI Inc.

HUMAN RESOURCE PERSONNEL

- Ordering and taking stock of office supplies
- Preparing documents for meetings and business trips
- Taking notes and minutes in meeting
- Payroll in-charge for office and site workers
 - Collect, compile, review and verify payroll information; enter payroll data.
 - Prepare and print payroll reports of earnings, hours worked, cash advances and over time.

- Maintains records and confidentiality of job contracts; Filing of 201 records
- In-charge of collecting payments from clients
- In-charge of bank transactions (deposits and withdrawals)
- Assist and monitor the implementation of work guidelines, and ensures that safety protocols are implemented to the employees

FEB. 2017 - OCT. 2017
3TR Holdings, Inc.

HUMAN RESOURCE STAFF

- Answering and directing calls to relevant staff
- Payroll in-charge for site employees
- Responsible for collecting timekeeping information, incorporating a variety of deduction into payroll.
- Calculate and post payroll deductions
- Prepare and print payroll reports of earnings, hours worked, taxes, leave and over time.
- Administer Raven's test on applicants
- Preparing documents for meetings
- In-charge of handing over the cheques (payment) to the suppliers
- Maintain records and confidentiality; Filing of 201 records

PERSONAL INFORMATION

DATE OF BIRTH: April 15, 1996
PLACE OF BIRTH: Davao City
AGE: 26
GENDER: Female
CIVIL STATUS: Single
CITIZENSHIP: Filipino

EDUCATIONAL BACKGROUND

APRIL 2016 Tertiary:	BROKENSHIRE COLLEGE Bachelor of Science in Psychology Madapo Hills, Davao City
MARCH 2012 Secondary:	BROKENSHIRE SCIENCE HIGH SCHOOL Madapo Hills, Davao City
MARCH 2008 Primary:	PAARALANG KAUNLARAN NG NAYONG DDF DDF Vill., Mandug, Davao City

SKILLS / QUALIFICATIONS

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- Proficient in computer applications in programs such as Microsoft Word, Power Point and Excel
 - Able to adapt easily in any working environment
 - Can work independently and under pressure
 - Willing to be trained and meet company standards
 - Time Bounded

CHARACTER REFERENCES

REFERENCES AVAILABLE UPON REQUEST