

JIMEVIE BEARNEZA SIACOR

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OBJECTIVE: To be part of a company where I can use and enhance my experience, knowledge and skills; To be able to achieve my goals and be successful in the field I have chosen; where I can grow as an individual, a part of a team and as an employee and where I can find fulfillment.

PERSONAL INFORMATION

AGE : 40 years old
DATE OF BIRTH : January 19, 1983
CIVIL STATUS : Married
NATIONALITY : Filipino

PROFESSIONAL EXPERIENCES

HR Generalist/Recruiter (Online Contractor)

26 Mar 2021 to present

ELITE INSURE LTD (NZ BASED COMPANY)

- Monitor attendance on a daily basis, update the tracker for payroll processing.
- Create monthly report and calculate salary of contractors in the basis of their duty hours
- Assist with annual merits, increases, special, and retroactive calculations
- Researched and compiled salary details in the market and Collaborate with HR Manager for the salary grade matrix
- Responds to questions regarding pay policies/procedures
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Implements new hire orientation and employee recognition programs.
- Compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management
- Policies and Procedures Creation
- Training Telemarketers

Human Resources Specialist

05 Mar 2019 to 30 Jun 2019

DR. TARIQ HOSPITAL

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Monitor attendance on a daily basis update the tracker for payroll processing.
- Visa application through the labor online portal of the Kingdom of Bahrain
- In-charge of the policies and procedure in preparation for the hospital accreditation
- Documentation and profile storage

Assistant Human Resources Manager

05 Aug 2018 to 28 Feb 2019

MERCURE GRAND HOTEL SEEF

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Implements new hire orientation and employee recognition programs.
- Compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management
- Policies and Procedures Creation
- Training and orientation
- P&L analysis and implementattion

HR Coordinator/PA to Director of Human Resources

04 Aug 2014 to 04 Aug 2018

SOFITEL BAHRAIN ZALLAQ THALASSA SEA & SPA

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- Assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing payroll slips.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Process leave applications with corresponding leave pay calculation and coordination with Finance department for the payment to employees.
- Runs the payroll through HRIS Oasys for calculation of present days, leaves and closing it to be ready for the next payroll cycle.
- Follow ups leave application forms, resignation/separation process and update in the HRIS system.
- Serves a PA for the DOHR
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ENGINEERING COORDINATOR

26 Feb 2014 to 31 July 2014

HILTON HOTEL Doha, Qatar

ENGINEERING COORDINATOR

24 Aug 2013 to 10 Nov 2013

FLORA CREEK DELUXE HOTEL APARTMENTS, Dubai, U.A.E.

PA to the Director / Department Coordinator

29 July 2011 to 16 Aug 2013

SOFITEL BAHRAIN ZALLAQ THALASSA SEA & SPA

GUEST SERVICE AGENT

16 Feb 2011 to 27 July 2011

BANYAN TREE AL WADI Ras Al Khaimah, United Arab Emirates

RESORT HOST/RECEPTIONIST

08 Oct 2008 – 13 Feb 2011

BANYAN TREE DESERT SPA & RESORT AL AREEN, Kingdom of Bahrain

FOOD SERVER/BAR ATTENDANT (PRE-OPENING)

16 Dec 2006 – 07 Oct 2008

BANYAN TREE DESERT SPA & RESORT AL AREEN, Kingdom of Bahrain

CASHIER/FOOD SERVER

09 Feb 2006 – 17 Oct 2006

THE RITZ CARLTON BAHRAIN HOTEL & SPA

EDUCATIONAL BACKGROUND

Bachelor of Arts in Psychology (Ongoing)

AMA University Online Education, Philippines

Certificate in HR and Admin Operations (Intermediate) Top 2 Achiever

INMA Training Institute in partnership with Filipino Institute-Bahrain

SKILLS

DATA ENTRY (CRM)- Well knowledgeable of Microsoft office (Word, Excel, Power Point, Outlook, etc) Micros, Fidelio Opera System, Pixel Point System, HotSOS, Oasys and eDocs, HRIS/Kiosk, FMC and FCS, Google Workspace, Pipedrive

RECRUITMENT – well knowledgeable of online job portals navigation, job postings and sourcing applications

ACHIEVEMENTS

Consider it Done Awardee 2022 (December 15 2022)

EliteInsure Ltd

Consistent Contractor Awardee 2021 (December 16 2021)

EliteInsure Ltd

Leader of the Quarter (Outstanding Manager of the 04th Quarter 2017)

Sofitel Bahrain

Ambassador of the Year (Outstanding Employee of the Year 2012)

Sofitel Bahrain

Ambassador of the Month (Outstanding Employee for June 2012)

Sofitel Bahrain

Ms. Elegance (Employee of the Month for Grooming Feb 2012)

Sofitel Bahrain

REFERENCES

- 1. Name** : Huda Mirza
Position : Director of Talent & Culture
Company : Sofitel Bahrain Zallaq Thalassa Sea & Spa
Email : H6722-hr@sofitel.com
Telephone number : 00973 17636363
- 2. Name** : Mohamed Ali Mousa
Position : Public and Government Relations Manager
Company : Hilton Hotel Doha
Email : Mohamed.AliMousa@Hilton.com
Telephone number : 00974 4423 3333
- 3. Name** : Roshan Tennakoon
Position : Technical Services Director
Company : Gulf Hotels Group
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