

# ANNE SHERINA CAJEPE

Human Resource Officer

Reliable Human Resources Officer that practices staffing, record-keeping, employee benefits and other HR-related duties. Plans and organizes work to achieve common goals and targeted results with minimal supervision. Continually develops knowledge and gains subject matter expertise in HR discipline related to work activities and projects assigned. Highly effective communicator - excelling at building relationships across organizational levels.

## Contact

### Address

Dubai, United Arab Emirates

### Phone

+971 521361438

### E-mail

[annecajepe@gmail.com](mailto:annecajepe@gmail.com)

## Highlighted Skills

- Interpersonal Relationship
- Knowledgeable in UAE labour law
- Conflict Resolution
- Excellent Communication Skills
- Strong leadership
- Problem solving
- Analytical Skills
- Strong Work Ethic
- Great Attention to Detail
- Result- oriented
- Proficient in MS Offices
- Proven ability to work under pressure

## Education

2011- 06 - **BS Psychology**  
2015- 04 Cavite State University

## Work History

2021-12 –  
Present

### Officer/Onboarding

Etisalat Services Holding  
Dubai, United Arab Emirates

- Managed the whole onboarding process, ensuring that all pre-employment processes and forms are completely accurate
- Interacted with new staff & actively communicating with the hiring managers.
- Submit documents for Security Clearance
- Process documentation for Pension fund of UAE & GCC
- Prepare indicative offer & Contract of newly hired staff
- Coordinate with employees regarding the requirements for visa processing
- Prepare documents and process visa of staff both in immigration and MOHRE
- Process ticket booking and accommodation for overseas candidates
- Upload candidate documents in Taleo to complete hiring formalities
- Create email IDs for new joiners
- Prepare and request IDs for the new joiners
- Coordinate with candidates regarding joining formalities and joining details
- Maintain and safe keep staff documents in the HR system
- Encode and update staff details in HR System
- Provide beneficial advice and support to new employees, answered questions, and resolved any issues.
- Support HR functions with emphasis on record keeping, data entry and general HR tasks.

2020- 09 -  
2021- 10

### Human Resource Coordinator

Bin Jamal Recruitment Services, Abu Dhabi, United Arab Emirates

- Handle recruitment process and onboarding for **Nawah Energy Company & Emirates Nuclear Energy Corporation**.
- Posting job ads, filtering applications, scheduling interviews, assisting in interview process and drafting offer letters.
- Make undertaking letter, offer letter and collecting documents for newly hired employees
- Coordinate with employees regarding the requirements for visa processing (new, renewal, and dependents)
- Process insurance of employees and dependents (addition & deletion)
- Address different insurance concerns (reimbursement, claims, etc.)
- Handle and monitor monthly timesheets and prepare employees' salaries
- Check, monitor, and update leave balances
- Address and resolve general payroll-related inquiries.
- Prepare different letters such as Salary Certificate, Salary Transfer Letter, Relocation Letter, Employment Certificate, etc.
- Process EOSB of terminated and resigned employees as per Labour Law.
- Process and submit invoices to the client.
- Process CICPA Security Pass of employees (New & Renewal)
- Maintain human resources information system and keep employee files up to date and accurate.
- Send notices to employees regarding expiring documentation.
- Support HR functions with emphasis on record keeping, data entry and general HR tasks.

# ANNE SHERINA CAJEPE

Human Resource Coordinator

## Work History

### Personal Information

**Age:** 28 years old  
**Gender:** Female  
**Nationality:** Filipino

### Reference:

Available upon request

2020- 03 -  
2020- 07

#### HR & Admin Assistant

Al Sarh Recruitment, Abu Dhabi, United Arab Emirates

- Managed employee records using ERP for proper documentation
- Prepared documents for visa processing and other documents
- Responsible for updating medical insurance of newly hired and existing employees on Easy HR
- Ensured that the monthly payroll data entries are inputted on time and correctly
- Assisted on employee payroll processing
- Maintained employee data including payroll, time sheet, attendance, benefits and other information.
- Provided administrative and clerical support to departments or individuals.
- Email handling, answering phone calls and addressing their concerns.
- Provided excellent administrative support and maintained the confidentiality of all the records.

2017- 07 -  
2020 - 02

#### Human Resource Staff

USHIO Philippines Incorporated, Cavite, Philippines

- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes and talent management.
- Oversaw and managed hiring process and assisted human resources.
- Reviewed and screened applicant resumes to identify qualified candidates.
- Administered different psychological exams.
- Led company orientation for newly hired employees.
- Scheduled and organized training for new staff and employees.
- Handled disciplinary actions, grievances and dealt with erring employees.
- Updated and maintained employees 201 files.
- Contributed to annual performance appraisals by working with supervisors to achieve consistency and compliance with established procedures.
- Implemented quality control initiatives to reduce downtime and increase revenue.
- Prepared monthly reports and submit directly to the manager
- Involved in planning, directing and coordinating different company events.

2015 - 09 -  
2017 - 04

#### Human Resource Assistant

Alfamart Trading Philippines, Philippines

- Posted positions through approved recruitment channels.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Helped employees register for benefits programs using online portals.
- Compiled employee records from individual departments to maintain central files.
- Set up orientations and initial training for new employees.
- Assisted with on-boarding process of 30 new hires in a week.
- Ensured that the manpower in different branches are always complete.
- Attended job fairs in school, malls, Barangays and Municipalities
- Created and completed personnel action forms for hires, terminations, title changes and terminations.
- Converted employee status from temporary to permanent.
- Prepared monthly termination lists to be added to permanent records.
- Assisted employees, supervisor and managers with their concerns.

Confidential