

# CHRISTOPHER EARL N. CAPITULO, Rpm

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Kaunlaran Village, Caloocan  
City, 1409



## About Me

I can utilize my skills and gain further experience while contributing to my company's growth. Having a sense of humor in conversation abilities in instructing the affected person and/or patient's relatives. Able to work properly under stress and time constraints within high-volume environments.

## Professional Experience

### UNITED ASIA AUTOMOTIVE GROUP INC. | HR SUPERVISOR- COMPENSATION & BENEFITS | SAFETY OFFICER

#### July 2023 – Present

Key responsibilities:

- Ensures that all employees receive their salaries on-time including those who are newly hired.
- Closely monitors employees' attendance records.
- Timely and accurate processes of One-Hub for SSS, PHIC, and HDMF monthly contribution
- Ensures timely processing of SSS and HDMF loan applications within the standard turn-around time.
- Timely Process Maternity and Sickness Benefits of Employees
- Primarily responsible for planning, implementing, and overseeing the company's employee safety at work. Their main duty is to ensure that the company is in compliance with and adheres to Occupational Health and Safety (OHS) guidelines.

### UNITED ASIA AUTOMOTIVE GROUP INC. | HR OFFICER II- ACCOUNTS & BENEFITS | SAFETY OFFICER

#### March 2020 – June 2023

Key responsibilities:

- Closely monitors concerns of all employees
- Timely resolves concerns of employees
- Ensures timely processing of Employee Discipline minor cases (Notice to Explain and Notice of Disciplinary Action).
- Closely monitors employment status of newly hired employees and ensures timely reminder of contract expiration to employee's Division Head and Department Managers.
- Timely processes performance evaluation of non-regular and regular employees
- Conduct end-to-end process of Accounts
- Timely and accurate processes of One-Hub for SSS, PHIC, and HDMF monthly contribution
- Ensures timely processing of SSS and HDMF loan applications within the standard turn-around time.
- Timely Process Maternity and Sickness Benefits of Employees
- Primarily responsible for planning, implementing, and overseeing the company's employee safety at work. Their main duty is to ensure that the company is in compliance with and adheres to Occupational Health and Safety (OHS) guidelines.

## TRAININGS & SEMINARS:

- |      |  |
|------|--|
| 2019 | <b>YOU: A Mental Health Advocate in the 21st Century</b>       |
| 2019 | <b>The Role of Psych in Public Mental Health</b>               |
| 2019 | <b>De-stress address, University of the Philippines-Manila</b> |
| 2022 | <b>Supervisory Leadership Training</b>                         |
| 2022 | <b>Managerial Leadership Training</b>                          |

## Hard Skill

- Excellent organizational skills to attribute time to carry out responsibilities
- Administer Standardized and Projective Test
- Interviewing skills
- Oriented in Microsoft Office Applications such as: Ms Word, Ms Excel, Ms PPT.

## Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

## Education Background

- **NATIONAL UNIVERSITY – MANILA**  
Bachelor of Science in Psychology  
2015– 2019
- **UNIVERSITY OF THE EAST – CALOOCAN**  
Secondary Education  
2011– 2015
- **HIGHER GROUND BAPTIST ACADEMY**  
Primary Education  
2005 – 2011

## License & Certification

- |      |   |
|------|---|
| 2019 | <b>Board Licensure Examination for Psychometrician</b><br>Passer                            |
| 2021 | <b>DOLE Basic Occupational Safety and Health</b><br>Safety Officer II<br>Certificate holder |

## Organization and Affiliation

- |                  |   |
|------------------|---|
| (2019–Present)   | <b>Psychological Association of the Philippines</b><br>Professional             |
| (2017–2019)      | <b>National University Psychology Society</b><br>Public Relations Officer       |
| (2017–2019)      | <b>Psychological Association of the Philippines</b><br>Junior Affiliates Member |
| (2017–2019)      | <b>Philippine Mental Health Association, Inc.</b><br>Member                     |
| (2018–2019)      | <b>Psychological Summit Inc.</b><br>Board of Director Administrative Assistant  |
| (2014–2015)      | <b>Barangay 12 Youth Organization Caloocan City</b><br>Member                   |
| (2023 – Present) | <b>Holy Name Society – San Roque Cathedral Caloocan City</b><br>Member          |

## REFERENCE:

BEVERLY M. MANUEL  
SENIOR HUMAN RESOURCE MANAGER  
0945-763-2319

EMMANUEL GERARD G. IGNACIO  
VP FOR SALES & MARKETING  
0918-942-0534