

Raul Boco Manalastas

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Manila, Philippines
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PERSONAL DATA

Age: 39
Date of Birth: September 14, 1984
Gender: Male
Civil Status: Single
Height: 180.22 cm
Weight: 90kg
Nationality: Filipino
Religion: Roman Catholic

WORK EXPERIENCE

Position: **Sr Recruiter Level II / Compliance Specialist**
Duration: **January 2021 – Sept 2023**
Company: **PSG Global Solutions (Aya Healthcare)**
Industry: RPO
Location: Makati City, Philippines
Department: Operation

Job Description:

- Review and meticulously edit a specific set of compliance documentation to be included in an overall compliance package for our client facilities
- Adhere the laboratory testing schedule time-frame to ensure the timely deployment of the nurse.
- Ensure all reviewed documents exactly meet the facilities' requirements
- Maintain all standard checklist and laboratory results should meet the acceptable range for employment.
- Work with internal staff to obtain incomplete information or correct inaccurate documentation before it is submitted to our client facilities, making sure database are updated.
- Work with multiple internal departments to process a substantial volume of documents.
- Audit information in documents for accuracy and proactively work to minimize future errors
- Learn and maintain a knowledge base of current company, state, and federal regulations to ensure the greatest possible compliance
- Communicate with external and affiliated clinics or laboratories to ensure the pre-employment result will meet the client deadlines.
- Audit information in documents for accuracy and proactively work to minimize future errors

Position: **CSR**
Duration: **June 2019 - Dec 2020 (1yr & 6mos)**
Company: **Legato Health Technologies (Dental Health Care)**
Industry: BPO
Location: Quezon City, Philippines

Department: Operation
Position: **CSR / TSR / Sales**
Duration: June 2015 - Feb 2020 (4yrs & 8mos)
Company: **Alorica Philippines (Verizon)**
Industry: BPO
Location: Quezon City, Philippines
Department: Operation

Position: **Sr. Administrative Coordinator (Executive Assistant to Marketing Manager)**

Duration: July 2012 - May 2015 (2yrs & 10mos Project Based)

Company: **Kang Ho Dong 678 Corporation**
(Resort World Manila ENT Junket's venture project/retail Korean restaurant set-up team)

Industry: F&B & Hospitality
Location: Pasay City, Philippines
Department: HR Department

Completed Project: **678 Korean BBQ Restaurant**
O Kitchen City of Dreams Manila

Job Description:

- Administrative support for the whole department & directly reporting to the Marketing Manager
- Overall coordinator of the company's event and guest arrival (eg. Hotel Accommodation, Temporary Visa, ARO assistance, Transportation)
- Extensive managing of the company's calendar and diary
- Manage proposal and budget for a certain event
- Prepares and coordinates the program's flow for possible backup solutions
- Provide a final draft of the marketing strategy for the company's profit
- Manage and maintain coordination of restaurant's permit, construction and government mandated documents.
- Arrange interdepartmental memos and data from the minutes of the meeting to the final execution.
- Responsible for maintaining the company's updated database and ensuring an effective filing and retrieval system
- Control of receipts and reimbursement before submission to the Accounting Dept.
- Maintains confidentiality of all records and issues handled in the assigned project.
- Prepare presentations and reports but not limited to research/overheads etc.
- Serves as liaison for assigned project, takes accurate messages, distributes messages, and follows up as appropriate
- Performs administrative duties at meetings as assigned. Prepare agendas, distribute packets, record and transcribes minutes, secure necessary signatures, and maintain a permanent ledger of expenses.
- Consolidate proposal for approval.
- Arrange the interview schedule and perform the pre-final assessment for a possible employee.
- Consolidate and distribute all kinds of reports e.g. (financial, construction development, business permit, foreign working permit, etc.)
- Control of ledger and in charge of all kinds of reimbursement claims from employees
- Documentation and logistics preparation for the internal and external transfer of equipment.
- Ensures compliance with mandatory requirements and legal documents for the company's projects
- Facilitate the definition of project scope, contract, leased, and government-mandated documents.
- Facilitates communication with the construction team, contractors, consultants, and the management
- Manage day-to-day administrative responsibilities and reports associated with the role

- Monitor and control of company's advertisement & marketing
- Performs administrative functions related to the efficient implementation of HR projects and man pooling by monitoring all issues and concerns with supporting documents
- Performs other duties assigned from time to time
- Responsible for maintaining the company's updated database and ensuring effective filing and retrieval system

Starting Position: HR Administrative Assistant
 Ending Position: **SR Administrative Executive**
 Duration: June 2007 - May 2012 (4yrs & 11mos)
 Company: **GA Global HR SdnBhd**
 Industry: Recruitment and Manpower Outsourcing
 Location: Petaling Jaya Malaysia
 Department: HR Dept

Job Description:

- Administrative support for the Director
- Arrange interview schedule (between employer and employee) and perform initial interviews for possible new employees.
- Arrange travel documents for the company and its program itinerary.
- Assist in preparing payroll for all foreign workers (6 Client companies)eg: Thistle Hotel, Marriott Hotel, Armada Hotel, TGI Fridays, Italiani's Restaurant, Carrefour, IKEA. • Chase agent, employer, and sales for status and documentation
- Chase and collect payment from the client.
- Collect and chase all receipts for the accountant for all invoices and payment vouchers
- Consolidate and distribute Reports to the Managing director weekly, monthly and quarterly
- Control of petty cash, and in charge of all kinds of reimbursement claims from employees
- Control renewal visa permit for all foreign workers and medical process
- Coordinate immigration clearance documentation, the arrival of workers and transportation for employees and visitors.
- Coordinate our Services Team for complaint matters.
- Manage calendar and make sure that director's schedule is aligned.
- Monitor all reports for a foreign worker.
- Monitor and control all stationery for company and staff, and keep inventory list up to date
- Prepare and issue Bank Draft, checks, and Payment Vouchers for all invoices and payment vouchers for all cases related to foreign worker
- Prepare documentation for sales and other interdepartmental
- Prepares meeting minutes and action items
- Responsible to choose agents, finding new agents, and dealing with commission rate for the company
- Screen and answer the incoming call for the Director

EDUCATION

Education Level:	Highest Education Bachelor's / College Degree
Education Field:	Nursing
Course:	B.S. in Nursing
School/University:	Our Lady of Fatima University

Location:

Valenzuela City Philippines

Date:

Oct 2001 - Oct 2006

AVAILABLE DOCUMENTS

SSS No:

Number: 33-8078791-4

BIR / TIN

Number: 310-609-678

PHILHEALTH

Number: 02-025180315

PAG-IBIG Number: 121079824954