

# JEFFREY CALIMPAS

## HR Payroll and Admin Support

Hi!

I am interested and I would like to apply for the said post. I am confident that I possess the requirement stated in the job ad and that I can provide the service/s and my willingness to make your business grow though I had my experiences gained in the corporate setting.

To give you an overview about what I do, I have over 9 years of experience in different corporate industries here in the Philippines as an HR and Admin Personnel wherein my field of specialization is in Payroll/ Compensation and Benefits Administration.

I've ventured my services in companies from the Education, Business Process Outsourcing, Food/ Restaurant, Power and Electricity and Poultry Integrator. Over the course of my career I am able to handle and process manual and system based payroll processing, simple to complex data entry task, database management, setting up meetings for the department, documentation and filing, contract preparation for employees. I also provide consolidation of reports and reports, provides customer/client care thru mobile communication or thru e-mail conversations and other admin services.

My edge for applying is the significance of the role to your job ad and in addition are my developed skills and experience gained during my corporate service, I am a quick learner, critical and analytical thinker, motivated, detail, goal and result oriented individual that seeks for a remarkable post. If given the chance to showcase my talent I will do the work in a smart way, a way that is open to new learning, be able to do a task with minimal supervision aiming the client/customer's maximum satisfaction.

I'm ready to begin working as soon as possible and welcome you to contact me to set up an interview at your earliest convenience.

Hoping that you viewed my profile fit to the post and looking forward to work with you.

Thank you and God bless.