



## JEFFREY S. CALIMPAS

HR AND ADMIN SUPPORT

### ABOUT MYSELF

- Have the years of experience in different corporate industries in the Philippines as an HR and Admin Personnel wherein my field of specialization is in Payroll/ Compensation and Benefits Administration. During my journey as an office based employee, I've ventured my service on companies from the Education, Business Process Outsourcing, Food/Restaurant, Power and Electricity and Poultry Integrator.

- I am a quick learner, critical thinker, motivated, detail, goal and result oriented individual. 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.

### CORE COMPETENCIES

Knowledgeable in:

- End to end Payroll Processing (manual and system-based)
- Philippine Government Benefits and Mandatory deductions
- Data Entry/ Data Encoding
- Customer service thru phone and e-mail support
- Database Management
- MS Office (Excel, Word and PowerPoint)
- HRIS/ ERP System
- Other Admin task to be assigned/performed

Other skills

- Adobe Photoshop (photo editing)
- Social Media (Facebook, Instagram)
- Web/ Internet Search

### CONTACT INFORMATION

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## WORK EXPERIENCE

### HR ASSISTANT FOR PAYROLL AND BENEFITS

Centro Escolar University | Aug. 2016 to Feb. 2019

- Time track importation, generate time sheets, check and validates time sheets of both Teaching and Non-teaching employees
- Encoding of processed file inputs into the payroll system
- Initial screening of government mandated benefits for employees
- Faculty checking and generate reports thru CMRS (in-house system)
- Employee documentation/ contracts
- 201 filing
- Monitoring of leave credits and commutation
- Company benefits administration
- Sets schedules for monthly meetings
- Oversees the Faculty checking team

### HR ASSISTANT COMPENSATION AND BENEFITS

Power Source Phil., Inc. | Apr. 2016 to Jun. 2016

- Handles employee updates on both Local and Expatriates before payroll.
- Prepares timekeeping/ accurate payroll for both Employees and Consultants (Local Management and Expatriates)
- Handles preparation and consolidation of reports for payroll and accounting purposes:
  - a. Pay register
  - b. Month end reports on Government remittances (Premiums and Loans) and Withholding taxes
  - c. Branch Transmittal report (for Palawan Express Pera Padala Payment/Disbursement)
  - d. Updates on the posting of government deliverable.
- Printing of payslips for Head Office and Plant Based.
- HMO and Group Personal Accident Coordinator
- Initial screening of Loans and Government mandated benefits.
- Performs other task that maybe assigned

### SENIOR PAYROLL STAFF

Savory Fast food, Inc. | Nov. 2015 to Apr. 2016

- Employee data/ Payroll Management
- Responsible in supervision of the employee updates/reports from HRD and encoding to in-house Payroll system.
- Ensures set-up/ approval of all stated deductions to Payroll system before initialization of payroll cut-off period.
- Consolidates and computes DTR and OT forms from branches (after the end of every cut-off period)
- Ensures encoding of consolidated DTR deductions and OT forms to Payroll system.
- Printing and release of pay slip after every process.
- Monitoring of clearance and last pay computation, request for check preparation and monitoring/tracking of updates for HRD.

Other related functions

- Preparation of DOLE needed documents for Labor cases (only if needed)
- Participates in mandatory monthly audit and audit reports submission.
- Attends to all concerns regarding Payroll related concerns.

### HR ASSISTANT COMPENSATION AND BENEFITS

Bounty Agro Ventures, Inc. | Sep. 2012 to Oct. 2015

- Supervision of HRIS console (Employee updates on rates, position/ job movement, location and contact details)
- Logs importation, generates time sheets, check and validates time sheets of both Field and office-based employees.
- Prepares bank endorsement for the opening of new account of newly hired employees.
- Leave monitoring, government and company benefits administration.
- Sanction monitoring (Company policy and DOLE related sanctions)
- Performance evaluation management (computation and reporting to the top management)
- Last pay computation
- Weekly, Monthly and Annual reporting to Top Management
- Performs other task that may be assigned.

## MOTTO:

"Do what you can do today, and do it in the best way"

"Learn to earn"

## PAYROLL AND BENEFITS STAFF

**Paxy's Global Services, Inc. | Jan. 2012 to Jul. 2012**

- Prepares and Handles both Manual and e-Payroll Processing
- Handles updates on employees head count before encoding process (including executives).
- Crediting of overtime and voluntary time-off reports prior to processing.
- crediting of overtime, shift allowances/incentives etc.
- Payroll dispute management and provides effective and relevant resolutions regarding employees concern.
- Provides monthly updates and proper reconciliation on government statutory reports and loans.
- Checks and Balance schedule of Finance vs. Pay register/ Pay entries
- Prepares request for Payment on Government statutory and loan deductions for processing.
- Prepares computation on final pay, check preparation request and releases final pay to separated/resigned/inactive employees.

Other functions:

- Prepares Certificate of Employment.
- Attends to phone calls and inquiries/concern of employees.
- Performs other related task that may be assigned.

## HR ASSOCIATE

**FEU TECH (FORMERLY FEU-EAC | Jun. 2008 to Nov. 2011**

- Filling and screening on the updates on 201 files of the employees.
- Scheduling of applicants for interview.
- Prepares ID for newly hired employees (only if there were any) and handle updates
- Faculty Checking (Manual and through Human Resources Information System/ HRIS) for Timekeeping purposes.
- Prepares weekly reports on Summary of Attendance, Absences and Tardiness report for payroll purposes.
- Prepares logistics needed for In-house Seminars and training, Meetings, General Assembly, Sports festival, Christmas Party, Summer Outing and Supply/ stock requisition.
- Responsible in updating Demographics of employees.
- Cost analysis and updates records on Medicine reimbursement.
- Attends to phone calls and queries/ concerns of the employees and takes/receive messages for HRO.
- Encoding of manual log-in/ log-outs using HRIS console.
- Loan screening and assigned in acquiring updates for Government Mandated and Company benefits such as (SSS, Pag-ibig, SM-SLA), if needed.
- Performs other related HR task that may be assigned.

## SCHOOLS ATTENDED

**FAR EASTERN UNIVERSITY**

**BACHELOR OF SCIENCE - PSYCHOLOGY**

- June 2004 to May 2008

**KABAKA MANPOWER**

**Vocational Certification as Computer Technician**

- July 2010 to September 2010

## CHARACTER REFERENCES

Mr. Benjamin Roman  
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