

Merylle Joy G. Bawar

Central Avenue, Brgy. New Era, Quezon City

Contact number: (0917) 8436793

E-mail add: mjbawar@yahoo.com



HUMAN RESOURCE / RECRUITMENT PROFESSIONAL

Objectives

To provide job excellence and good quality service to the company and be able to apply my knowledge, skills and experiences in the position that will be given to me.

Summary of Experiences and Skills

Human Resource - New Employee Orientation. Manages the 201 file. Prepares the employment contract. Implements company policies and procedures. Organized employee engagement and corporate activities. Staff counselling. Handles company announcements etc., Creates 5th month and annual performance review of the employees. Provides inputs on the new and improved employee Handbook and Code of Conduct.

Management – Part of the weekly management meeting where we discuss management level problems and come up with the best possible solutions. Tackles major topics concerning the business and weekly company updates. Involved in the daily company issues and quick solutions. Attends annual strategical meeting in collaboration with the CEO, General Manager, and department heads where we produce insights, strategies and ideas that will be beneficial to the growth and improvement of the business.

Non-IT Recruitment Skills - Handles various non-IT requirements such as Customer Service Agents Sales Agent, IT Support Agent, Compliance Officer, Team Lead, Quality Assurance, Administrative/Secretarial/Front Desk Officer/Executive Assistant/Data Entry, Content Writer/Copywriter/Blog writer, SEO, Digital Marketing Specialist, Business Analyst, Senior Accountant/Accountant/AP Specialist/AR Specialist/Accounting Assistant/Bookkeeper, Legal Transcriptionist, Multi-lingual, etc.

IT Recruitment Skills - Handles various IT requirements such as PReS Programmer, Front End (Adobe Catalyst, Adobe CQ5), Back End Developer, Sitecore Developer, Magento Developer, WordPress Developer, Application Development Manager, Unix/Linux Administrator, Test Automation Architect, Graphic Designer, SAP Consultants (CRM, BPC, Basis, FI/CO, Retails, Net weaver, SD, ABAP, etc.), Applications Developers, Java Developer, Programmer, Seibel Consultants, System Administrator, Application Support, Oracle Consultants, ASP.Net, etc.

Computer Software – CRM, MS Office, Zoom, Skype, Hangouts, Basic Adobe Photoshop, Adobe Page Maker, Adobe Premiere, Windows Movie Maker, Power Director, Nero, Lotus

Skills – Excellent communication and coordinating skills. Has the ability to deal with c-level clients and hiring managers based in Australia, New Zealand, US, Europe and Asia Pacific. Highly organized and dedicated with a positive attitude. Well-experienced working in a team involving leadership and decision making for continuous improvement and progress of the team. Cooperates in the planning and development of the company. Outstanding directory and leadership skills.

Additional Skills – Audio and Video presentations, Poster making, Magazine and Newspaper lay-outing, Video and Picture editing, Script Writing, Web Designing (Basic), Photography (Basic), Video recording.

Professional Experience

Flat Planet Ltd. Pty.

Human Resource and Talent Acquisition Officer (People and Culture)
(March 2014 – Present)

- Creates recruiting requirements by studying the nature of the role, specific skill set, and industry of the clients.
- Attends meeting and briefing sessions with the clients based in Australia, New Zealand, US, Europe and Asia Pacific
- Determines applicant qualifications by interviewing applicants over the phone and face to face; analyzing responses; verifying references; comparing qualifications to job requirements and administers technical or written exams if required
- Ensure the quality of the candidates by carefully assessing their experiences, behavior, and attitude towards work before endorsing to the client.
- Arranges management / final interviews by coordinating schedules and availability of the clients and shortlisted candidates
- Provides write ups of the candidates upon endorsing to the Hiring Managers/Clients.
- Maintains a good relationship with the client and ensures that we are providing a high quality staff for their business.
- Directly coordinating with various clients based in Australia, New Zealand, US, Europe and Asia Pacific
- Recently interviewed potential staff based in Vietnam
- Conducts New Employee Orientation – discuss company overview, and policies and procedures
- Gathers pre-employment requirements and maintains the 201 file
- Manages and access the company CRM
- Coordinates with 3rd party partners (Jobstreet, Monster, LinkedIn, etc.)
- Involved in maintaining, developing and implementing company policies and procedures
- Process clearance and exit interview of resigned employees
- Conducts annual company survey for further company improvements
- Issuance of disciplinary memo together with Ops Manager and Compliance Officer
- Hearing employees' concern – counsel and provides advice to staff
- Prepares 5th month (regularization) and annual review of the employees
- Maintains a good environment and culture in the workplace
- Organized major corporate events and mini activities to maintain a positive work environment
- Works closely with the Hiring Managers, and CEO of the company
- Reports directly to the General Manager (British)
- Attends weekly Management Meeting where we tackle important topics and decision-making for the company
- Attends annual strategical meeting together with the CEO and General Managers and Department Heads in which we discuss the company's performance for the previous year and new strategies and techniques to improve and grow the business.

Magna Ikyo Infotech Inc.

Technical Recruitment Specialist / Human Resource
(September 2013 – March 2014)

- Develops sourcing methods to find the best talents by leveraging multiple channels, including but not limited to social channels, data mining, direct sourcing, internet recruiting, advertising, referrals, networking, etc.
- Handles IT and Non-IT roles for In-house and clients' requirements.
- Conducts Initial Assessment and validating candidate's technical skills.
- Interview candidates based in Philippines and India
- Managing a good relationship with the candidate and updates them regarding the status of their application.
- Introduce the company profile, recruitment process and contract details to prospect candidates.
- Endorsed qualified candidates for client's interview.
- Manages and maintain a good relationship with the clients.
- Salary negotiations and contract management.
- Business Development / Lead Generation

iOPEX Technologies Philippines

Recruitment Specialist
HR Talent Acquisition Team
(September 2012 – July 2013)

- Maximized sourcing strategies (Job posting; Jobstreet, JobsDB, Monster, Data Mining/CV Search, Applicant and Employee referrals, 3rd Party vendors, Flyers, Tie Ups etc.)
- Endorsed candidates for Final interview and additional assessment as required
- Conducts paper and phone screening for potential candidates.
- Handles bulk hiring for Technical and Sales Account.
- Handles agents, rank & file, and managerial positions
- Conducts initial and behavioral interview using Targeted Selection Technique.
- Inputs the necessary information into the Recruitment Screening System.
- Prepares Employment Contract and Pre-employment requirements.
- Ensures that requirements are submitted on time to avoid delays in payroll processing
- Facilitates job offers and salary negotiations and discussed every details in the contract.
- Updates new employees on their Induction and Training schedule.
- Ensures that every batch have 90 – 100 % attendance.
- Worked closely with the HR Manager and bosses from different departments/sites in ensuring proper manpower pool in all levels of the company.
- Conducts Background Check prior to onboarding candidates that has higher positions.
- Coordinates with different schools and training institutes for possible tie
- Joined meetings and appointments with prospect an existing recruitment partners.
- Informed the candidates/employees on how to process government requirements
- Answers queries and concerns of the employees regarding the company policies
- Background in Compensation and Benefits (Timekeeping, computation of 13th month, tax refund, company & mandated benefits), Company policies, and Employee Engagement such as Irefer program and roadshows.
- Submits daily report

Iplus Intelligent Network, Inc. - ePLDT

Process and Sourcing Specialist
HR Team
(February 2012 – August 2012) Project-based

- Builds leads through various sourcing methods to find candidates who will match our required qualifications
- Creates job posting and other strategies to invite potential candidates.
- Meet daily targets for call-outs/invites
- Conducts paper screening and phone screening
- Conducts initial interviews/assessments
- Submits end day report regarding the status of all candidates who were shortlisted.
- Prepares Employment Contract (Probationary, Contractual, Training Agreement, Internship).
- Conducts contract signing and explained every detail indicated in the contract.
- Acknowledged and answers the concerns of the candidates regarding their contract.
- Compiles and ensures the confidentiality of the contract.
- Submits Contracts and Pre-employment requirements to Payroll Team for documentation.
- Transmits Contracts and Pre-employments for provincial contract signing.
- Coordinates with different Teams concerning to some information needed for contract signing.
- Discussed how to process the pre-employment and government requirements
- Answers queries and concerns of the employees regarding the company policies & procedures and company & mandated benefits.
- Provides list of attendees for New Employee Orientation and informed each candidates regarding the schedule of their orientation.
- Requested email activations, office supplies, and communication allowance for specific employees.

Convergys Corporation

Recruitment Associate

Recruitment Team

(September 2011 – December 2012 – Project based under an agency)

- Provides assistance to the walk-in recruiting process and off-site recruiting activities.
- Conducts tagging on the applicant's application forms to validate their qualifications.
- Inputs necessary information into the tracking database in an accurate and timely manner.
- Answers questions and concerns of the applicants.
- Assisted the Recruitment Specialist in processing the application of the applicants.
- Administer online and written examinations.
- Conducts initial interview/evaluation.
- Give assistance on the additional assessments needed in a specific account.
- Prepares the required documents for the job offer.
- Organized and maintained confidential files.
- Submits reports regarding to the daily status of the Recruitment team.

PLDT – Philippine Long Distance Telephone

Fault Management Assistant

Corporate Support Reports Team

(February 2011 – August 2011 - Project-based under an agency)

- Handles corporate customers and provide them excellent and quality services.
- Provides accurate and precise report for fault restoration performed for clients.
- Acknowledged customers through emails regarding their technical concern.
- Assisted Team Leaders in making Historical Reports for Service Availability Report and Rebates computation.
- Meet daily deadline for incident reports requested by customers.
- Prepares Monthly and Weekly Outage reports for specific clients.
- Coordinates with different teams concerning to the action taken and other information needed in the report.

- Creates initial report for customer's reference about on-going restoration of their connection.

NET25 Eagle Broadcasting Corporation

Writer/Researcher

T.V Production Team

(June 2009 – December 2010) 1 year and 6 months

- Search new topics and ideas to come up with a new feature stories which we can air for our daily TV program.
- Submits 2-3 feature stories every day.
- Provides program plan for each script including contact persons, guide questions, program flow, and camera shots.
- Coordinates with different departments or personnel for guesting, phone-patch/live interview, and location shoot.
- Conducts shootings and interviews.
- Guides the editors for the editing of the materials gathered for the feature story.
- Floor director / keynote assistant for live programs

Writer/Researcher

News Beat Team

- Stay updated on the news and events that are happening all over the country and abroad.
- Transcribes 2-3 news every day.
- Attends press conference and provide a news stories.
- Coordinates with different departments and personnel for interview.
- Submits 1-2 news script/s for the news program.
- Guides the editors for the editing of the materials gathered for the news story

Educational Background:

2005-2009

New Era University - Central Ave. Quezon City
Bachelor's Degree in Mass Communication

Personal Information

Birth Date: March 22, 1989

Civil Status: Single

Nationality: Filipino

Character Reference:

Available upon request.