

SHIERYLEN B. MENIADO

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PROFESSIONAL SUMMARY

An experienced HR/Account Supervisor with more than 4 years of experience in Human Resources, and more than 6 years of experience in Account/Client Management. Extensive background both in **HR and Account Management**, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance, managing all aspects of client operations and providing support with other administrative and operational function.

SKILLS

- | | |
|---|---------------------------------------|
| ❖ Computer Literate
(MS Word, Excel, PowerPoint) | ❖ Payroll and Benefits Administration |
| ❖ Prime System | ❖ Employee Relations |
| ❖ Recruitment and Staffing | ❖ Customer Service |
| ❖ Employee Orientation and On boarding | ❖ People Management |
| ❖ Employee Documentation | ❖ Client Management |

WORK HISTORY

HR/Account Supervisor

June 2013 to September 2019

Mirof Resources Inc. - Makati, Philippines

Company Description

MIROF RESOURCES, INC. (MRI) is a staffing and recruitment firm established in 2001. It currently employs thousands of personnel, who are deployed across various industries in numerous positions. Today, it includes regional operations in, Luzon, Visayas, and Mindanao.

Detailed Job Description

- Facilitate and support the contractual obligations with our client
- Management of temporary workforce at client's location
- Maintaining onsite presence and satisfying onsite responsibility as required at client's location
- Implementation and adherence to specific process flows for staffing/workforce management based upon individual customer requirements
- Attending meetings with client, account manager as required

- Developing and maintaining effective communication and appropriate working relationships with client supervisors/managers and HR department members
- Maintaining required employee file documentation
- Preparing and maintaining required reports for HR and client
- Counselling and disciplining associates as needed
- Working with account manager and branch staff to ensure client satisfaction
- Ensuring and maintaining appropriate confidentiality of employee data and client information
- Maintaining responsibility for site-specific contractual or internal responsibilities
These can include: -Verifying and ensuring accuracy of payroll/timekeeping system data
- Ensuring that positions are filled within time frames
- Developing and maintaining an active pool of candidates that have been screened to client requirements
- Coordinating interviews with client supervisors/managers
- Completing and processing new hire paperwork
- Preparation of appropriate employee information for client's HR department if employee is hired by client

HR Assistant

July 2008 to April 2013

Super Shopping Market Inc. - Pasay, Philippines

Company Description

Super Shopping Markets, Inc. owns and operates a chain of hyper markets. It offers food and houseware products, such as poultry and seafood. It provides ice cream scooping bars, snack kiosks, Chinese delicatessens, sweet shops, wines and liquor shops. The company was founded in 2001 and is based in Pasay City, Philippines. Super Shopping Markets, Inc. operates as a subsidiary of SM Investments Corp.

Detailed Job Description

- Screening of applicants according to standards
- Endorse applicants for final interview
- Administers and interpret tests
- Give requirement checklist to newly hired applicants
- Apply recruitment validation systems for newly hired applicants
- Conducts background investigation and employee orientation
- Prepares contracts and ID's of employees for Outright, Security and Agency
- Monitors headcount/manpower of all departments
- Updates list of applicants for hiring/active employees who are for issuance of uniform
- Maintain the 201 files of the employees

- Handling of employee relations, compensation and benefits
- In charge of timekeeping and payroll
- Monitor the attendance of employees
- Prepares and release disciplinary action memos particularly in tardiness and absences
- Process Daily Time Record of employees
- Encode timekeeping forms and documents
- Prepares monthly reports: Monthly Headcount, Overtime, Absenteeism, etc
- Handling of employee concerns and inquiries

EDUCATION

Bachelor of Science in Psychology

June 2004 to April 2008

University of the East, Manila Philippines

- Awarded Academic Excellence 2005-2007
- Graduated with 1.61 GPA

ACCOMPLISHMENTS

- Increased the number of manpower deployed in different locations
- Manage and supervise more than 200 to 300 numbers of employees
- Handle multiple accounts/client simultaneously

PERSONAL INFORMATION

- Age : 33
- Date of Birth : October 22, 1986
- Civil Status : Single
- Gender : Female
- Citizenship : Filipino

REFERENCES

Al Sioco

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