



Hi! I'm Uriel Io

Virtual Assistant

City, Country: Cavite, Philippines

Brings a wealth of experience from diverse roles in human resources and administrative support, making him a versatile and valuable asset to any organization.

WORK EXPERIENCES

2023-2024

CHROMAESTHETICS INC – HR SPECIALIST

September 21, 2023 – March 8, 2024

- Creating, implementing, and evaluating all human resource department policies, procedures, materials, and structures.
- Performing quarterly and annual employee performance reviews.
- Ensuring all employee records are maintained and updated with new hire information or changes in employment status.
- Identifying the company's hiring needs and managing the recruitment process to ensure it runs smoothly.
- Responding to employees' queries and resolving issues in a timely and professional manner.

2022-2023

TRAINING & MARKETING PROFESSIONALS INC – HR ASSISTANT

May 25, 2022 – June 20, 2023

- Monitoring submission of PERs (pre-employment requirements) of all new hires and ensure full compliance.
- Conduct Background checking of new hires.

LANGUAGES

English



Tagalog



EDUCATION

NATIONAL COLLEGE OF SCIENCE AND TECHNOLOGY

October 2011- March 2016

AB-PSY (Bachelor of Arts in Psychology)

WORK EXPERIENCES

2021-2022

- Respond/Provide inputs to Employee Verification requests (inputs must be submitted within 5 days upon receipt of the email request).
- Conducting HR orientation to new hires (within a week after JO has been accepted).
- Prepare required DOLE reportorial requirements.

GLOBAL PACKAGING SYSTEMS AND MATERIAL CORP – SALES COORDINATOR

April 21, 2021 – April 15, 2022

- Issuance of Collection Receipt, Official Receipt, On-Site Collection and Bank Billing.
- Assisting of calling potential client, sourcing and canvassing.
- Coordinate Client request of documentation or updating of certificates.
- Coordinate with Client Solution Specialist on their requested needs.
- Updating Summary of Deliveries, Sales Report and other delivery sales related documentation

2017-2020

PROMISIVE HUMAN RESOURCES MANAGEMENT SERVICES – HR OFFICER (RECRUITMENT/COMPENSATION AND BENEFITS)

July 17, 2017 – December 28, 2020

- Project Site and Government Offices traveling.
- Assisting Operations Manager in all facets of legal documentation, salary computation and other tasks in-lined with Compensation and Taxes along with Accounting Officer.
- Direct reporting to General Manager on all other facets, escalation, proposals and other liabilities.
- Manpower-Client Ambassador to other negotiations made by Operations Manager or by General Manager.
- Conducting Job Caravan on PESO and other Public and Private Job Fairs.

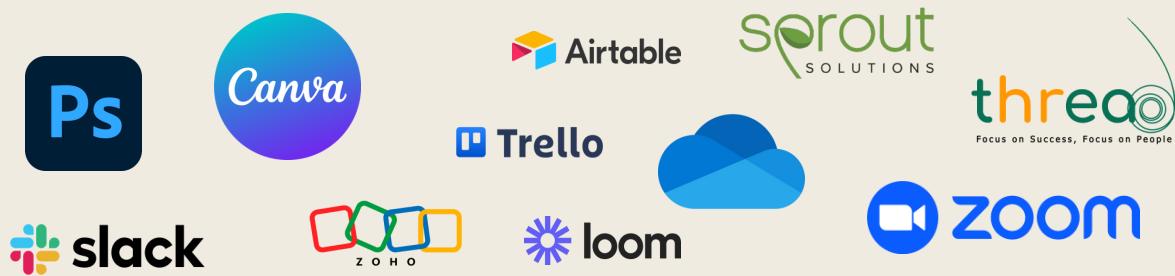
2017-2017

FBK HUMAN RESOURCES MANAGEMENT SERVICES – HR OFFICER ASSISTANT

February 13, 2017 – July 15, 2017

- Doing end-to-end recruitment (sourcing, interviewing, assessment, examination and job offer or feedback).
- Sourcing candidates in Cavite province.
- Doing employer's management (filing, documentation, memos, assessment, contracting, compensation, drug test)
- Coordinating employees both office, warehouse and sites.

DIGITAL TOOLS



SKILLS & APTITUDES

Data Entry	★★★★★
Time Management	★★★★★
Technical Proficiency	★★★★★
Organizational Abilities	★★★★★
Adaptability	★★★★★
Problem-Solving Skills	★★★★★
Communication Skills	★★★★★
Attention to Detail	★★★★★
Multitasking Abilities	★★★★★
Initiative and Proactivity	★★★★★
Confidentiality	★★★★★
Research Skills	★★★★★
VA Tools Knowledge	★★★★★
Customer Service	★★★★★
Social Media Management	★★★★★

PORTFOLIO

VISION

MISSION

Providing a long-standing relation with the start-up businesses and clients by providing the best results and intuitions

Providing the great services with integrity, cooperation and transparency and deliver the best results that follows.

ROLES

HUMAN RESOURCE VA

- Employer-Employee Relationship Management.
- End-to-End Recruitment to Onboarding to Disengagement.
- Processes 201 Filing, Memo Management and other exclusive documents.
- Adhering infractions and other company rules and policies.

ADMINISTRATIVE VA

- ADMINISTERING DATABASE MANAGEMENT.
- PROMULGATE THE COMPANY'S RULES AND POLICIES.
- APPOINTMENT ACTIVITIES (CALENDAR, MEETING, EMAILS, VENUES)
- MODERATOR OF COMPANY'S OFFICIAL SOCIAL MEDIA'S GCS AND PAGES.

ACTIVITIES

- Employee Management
- Adminstrative Roles
- Appointment Setting
- Calendar Management
- Travel Management
- E-mail Management
- Payroll Management
- Coaching
- Onboarding
- Respond to emails
- Group Chat Management
- Lecturing and Orienting
- Event Planner
- Recruitment
- Researcher
- SKU Checker
- Database Management
- Basic Graphic Design
- Hosting
- Company Representative/Advocator



WWW.MYPROFITBUDDIES.COM

admin@myprofitbuddies.com