



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

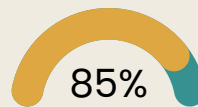
TRAINING & MARKETING PROFESSIONALS INC – HR ASSISTANT

May 25, 2022 – June 20, 2023

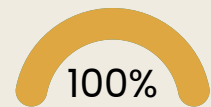
- Monitoring submission of PERs (pre-employment requirements) of all new hires and ensure full compliance.
- Conduct Background checking of new hires.

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.

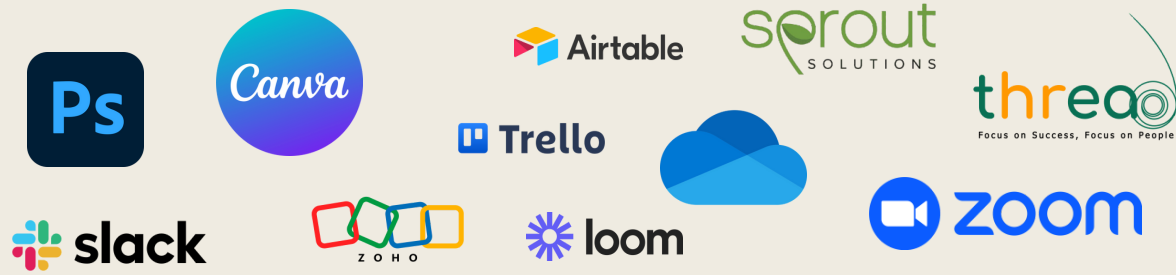
2017-2017

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

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



MISSION

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
- Administrative Roles
- Appointment Setting
- Calendar Management
- Travel Management
- E-mail Management
- Payroll Management



- Researcher
- SKU Checker
- Database Management
- Basic Graphic Design
- Hosting
- Company Representative/Advocator







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