



REX DACANAY

**Talent Acquisition Specialist /
Human Resource Management Officer I**

+639 15 372 0542

rexcollantes07@outlook.com

Rawis, Hinabangan, Samar



PROFILE

Highly motivated, proactive and dedicated HR Officer with over 6 years of experience in HR Operations, Employee Onboarding, Payroll Management and Administration, Recruitment, Performance Management, Compensation & Benefits, HR Reporting & Job Evaluations. Possess exceptional communication and interpersonal skills with a proven ability to work independently and a good team player. I value teamwork, diversity and innovation. My goal is to leverage my HR and administrative skills to contribute to the company's success by supporting its vision and mission which will allow me also to grow personally and professionally.

EDUCATION

SAMAR STATE UNIVERSITY

Catbalogan City, Philippines

BACHELOR OF SCIENCE IN APPLIED STATISTICS

June 2008 - March 2012

Graduated- CUM LAUDE/Latin Honor

SKILLS

- Detail-oriented, able to handle multiple tasks simultaneously and efficiently;
- Dedicated and proactive individual;
- Strong organizational, critical thinking and time-management skills;
- Exceptional communication and interpersonal skills;
- Ability to work independently and a good team player;
- Proficient in Microsoft Office Tools;
- Proficient in HRIS System

LANGUAGE

- English;
- Tagalog

CONTRIBUTIONS

- Developed and formulated the organization's Merit Selection Plan (MSP);
- and
Program on Awards and Incentives for Service Excellence (PRAISE);
- Designed and implemented training programs for employees and officials

PERSONAL INFORMATION

- DOB: 23rd, January 1992
- Nationality: Filipino/Philippines
- Status: Married

PROFESSIONAL EXPERIENCE

January 7, 2025 - January 31, 2025

Talent Acquisition Specialist

Bafleh Jewellery LLC, Gold Souq, Deira, Dubai, UAE



- Manage the end-to-end recruitment process, including job postings, sourcing, screening, interviewing, and offer management;
- Utilize innovative sourcing techniques to attract top talent, including leveraging social media, networking events, and employee referrals;
- Conduct initial phone screenings, coordinate in-person or virtual interviews, and assess candidates based on skills, experience, and cultural fit;
- Collaborate closely with the hiring managers in order to understand staffing needs and ensure a seamless hiring experience;
- Guide candidates through interview and onboarding stages, addressing any queries and maintaining engagement until their start date.
- Ensure a positive candidate experience throughout the recruitment cycle.

November 20, 2024 - January 06, 2025

Talent Acquisition Specialist

Top Five Migration, Business Village, Deira, Dubai, United Arab Emirates



- Responsible for identifying, attracting, and hiring top talent for an organization.
- Responsible for sourcing, attracting, and hiring skilled professionals to support migration services, including immigration consulting, visa processing, and relocation assistance. Play a crucial role in ensuring the company has the right talent to facilitate smooth migration processes for clients.
- Manage the full recruitment cycle, from sourcing candidates to onboarding, ensuring the right fit for both the company and the employee.
- Ensure a positive candidate experience throughout the recruitment cycle.

March 27, 2018 - October 31, 2024

Administrative Officer II (HRMO I)

Municipal Government Unit of Hinabangan, Samar, Philippines



- Lead person in the recruitment process, including job postings, candidate screenings, and coordination of interviews;
- Develop, implement and update HR policies and procedures in line with company objectives and compliance requirements;
- Handle day-to-day HR administrative tasks, including leave administrations and processes, preparing employment certificates and compensation, maintaining employees' records confidentially, managing HR databases, and preparing HR reports;



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PROFESSIONAL EXPERIENCE

- Lead person in developing and implementing performance evaluation processes, including regular reviews and providing feedback;
- Spearhead the creation and delivery of training programs to enhance employee skills and professional growth and development;
- Plans and execute team- building activities and events to foster a collaborative and engaging workplace culture;
- Ensure compliance with local labor laws and regulations, and maintain an up-to-date knowledge of HR best practices;
- Facilitate the onboarding process for new hires and ensures a smooth integration into the company;
- Manage and address employee queries and concerns and ensures a positive and supportive work environment;
- Promote effective communication between employees and management, and resolve any workplace issues promptly;
- In- charge in the management and payroll processes of all employees and officials and prepares, submit necessary payroll- related reports and documentation; address and resolve employees queries and issues related to payroll and collaborate with Accounting, Budget, and Finance to ensure accurate employee data and financial reporting.

October 2013 - September 2016

Project Director/Child Development Worker

PH 0655 Blessed & Blessing Child Development Center



- Serves as advocate for holistic child development and equips children with the skills to succeed in life;
- Direct the day to day running of the activities of the project for effective implementation of the programs, plans, and activities;
- Ensures the implementation of the plans and activities;
- The lead person in the preparation of Project Planning and Budgeting Form;
- Monitors the monthly expenditures and financial status of the project;
- Updates the profile of beneficiaries in the database;
- Communicates to Compassion International, sponsors, and donors of the project;
- Maintain books of accounts and prepare project financial reports. Prepare and submit reports to the leadership and Compassion International in order to monitor and evaluate the programs;



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ACHIEVEMENTS/ CONTRIBUTIONS

- o PRESIDENTIAL DECREE NO. 907 (HONOR GRADUATE ELIGIBILITY);
- o Developed and Formulated LGU- Hinabangan's Merit Selection Plan (MSP);
- o Developed and Formulated LGU- Hinabangan's Program on Awards and Incentives for Service Excellence (PRAISE);
- o Designed and implemented training programs for Municipal Employees and Officials;
- o Lead person in the preparation of Personnel Schedule (PS) Limitation together with the Plantilla of Personnel for the preparation of Annual Budget;
- o Facilitated different activities during the conduct of Annual Philippine Civil Service Month Celebration;
- o Hosted and organized big events in the Local Government Unit such as Charter Day/ Foundation Day Celebration, Philippine Independence Day Celebration, Local Chief Executive's State of the Municipal Address (SOMA) and the like;
- o Conducted Mass Registration Activity for Persons with Disability during the National Disability Prevention and Rehabilitation Week Celebration in the 1st & 2nd District of Hinabangan, Samar;
- o Conducted Symposium on Disability Prevention Awareness for Persons with Disability;
- o Awarded as EMPLOYEE OF THE MONTH (November 2024)



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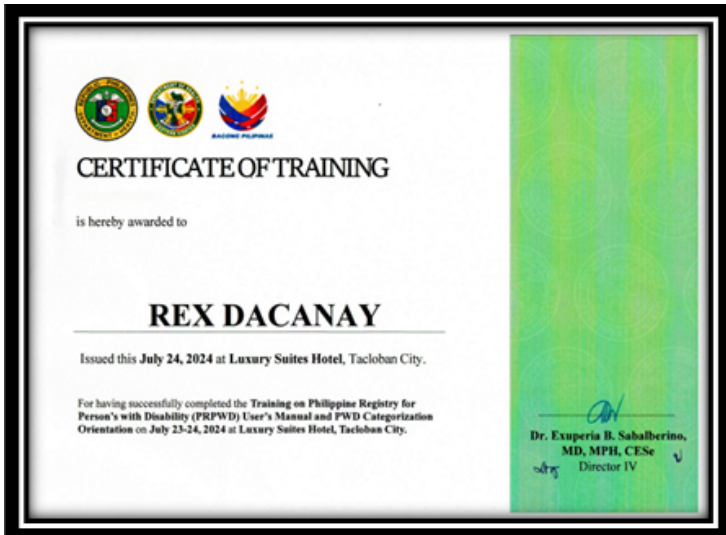
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LEARNING & DEVELOPMENT INTERVENTIONS/TRAINING ATTENDED





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