

EMELYN S. UY  
Purok 5, Brgy. Gabas, Baybay City, Leyte  
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0921-8328729



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#### WORK EXPERIENCES:

HR Officer  
CM Distribution  
Brgy. Nadohongholan  
Orrmoc City  
March 22, 2021 to August 7, 2021  
Reason for leaving: Resigned (Personal reason and place of employment is not convenient)  
Length of service: 4 months

##### Duties and Responsibilities:

- Conducted initial screening and final interview of applicants
- Orientation of the newly hired employees (re: company manual, rules and regulations, contract)
- Job posting
- Payroll checking
- Issuance of company memorandums, rules and regulations
- Issuance of NTE (Notice to Explain) to employees violated company rules that are subject for disciplinary actions.
- Checking of employees' SSS, Philhealth, Pag-ibig monthly remittances.
- Manpower Planning (delivery schedules, route, vehicle assignment).
- Employee counseling (who have technical, personal and emotional adjustment problems interfering with their work performance)
- Facilitate warehouse inventory in the absence of the assigned person.
- Legal actions related to labor.
- Business Continuity Plan
- Clerical work (filing)

Admin/HR Staff  
Modern Trend Builders and Supplies  
Brgy. Sta. Ana, Taytay, Rizal  
October 2015 to December 2017  
Reason for Leaving: Resigned (Decided to leave due to family personal reason)  
Length of service: 2 years and 2 months

##### Duties and Responsibilities:

- 201 file keeper
- Conducted initial interview of the applicants
- Enrollment and payment of government mandated employee benefits (SSS, PHIC,



- HDMF)
- BIR tax filing, payment and processed tax clearance
- Renewal of business permits, PCAB license and other important documents
- Fund Monitoring (fund allocation, request, payables, check and balance)
- Other clerical works (filing and monitoring)

#### Office Administrator

Telefoninos Fones and Gadgets Corporation

Greenhills Shopping Center, Greenhills, San Juan City, Metro Manila

October 2010 to October 2015

Reason for leaving: Business Closure

Length of service: 5 years

#### Duties and Responsibilities

- Payroll-in-charge
- 201 file keeper
- Monitoring company sales and expenses
- Inventory of stocks
- Renewal of business permits
- BIR Tax filing and payment
- Weekly and monthly audit

#### HR Staff

Carlos A. Gothong Lines, Inc.

October 2009 to October 2010

Private Gothong Wharf, Mandaue City

Reason for leaving: Resigned (Find a better opportunity)

Length of service: 1year

#### Duties and Responsibilities:

- 201 file keeper
- Issued embarkation and disembarkation of ship's crew
- Initial screening/interview for applicants and exit interview for ex-crews

#### Administrative Assistant

Security and Systems Monitoring Inc.

March 2008 to January 2010

Reason for leaving: (Looking for a new challenge and additional compensation)

Length of service : 1year and 10 months

#### Duties and Responsibilities

- Telephone operator
- Renewal and registration of company owned vehicles



- Conducted customer satisfaction interview

#### EDUCATIONAL BACKGROUND:

Tertiary Administration : Bachelor of Science in Commerce Major in Business  
University of San Jose Recoletos  
Year Graduated: March 2008

Secondary : San Isidro Parish School  
Talamban, Cebu City  
Year Graduated: 2004

#### PERSONAL BACKGROUND:

Birthdate : February 07, 1986  
Age : 35 years old  
Religion : Catholic  
Status : Married

#### CHARACTER REFERENCES:

Mrs. Dolores Alcober  
Brgy. Gabas, Baybay City Leyte  
0938-0099268

Mr. Jesus Pabroquez  
Brgy. Gabas, Baybay City Leyte

Ms. Diane Alexis Q. Omoto  
CM Distribution  
HR Officer  
561-3663

Ms. Nancie Nayre  
CM Distribution  
HR Assistant  
561-3663



