

Eva Alkuino Caintic

Sta Cruz, Baybay City, Leyte, Philippines
+639151648979

PERSONAL INFORMATION:

Nationality : Filipino
Birthdate : Dec. 22, 1977
Sex : Female
Civil Status : Single
Religion : Roman Catholic
Email. : jhelaine143@yahoo.com

EDUCATION:

Sta. Cruz Elementary School 1989-1990
Valedictorian
-Awarded as Best in Mathematics

Experimental Rural High School 1993-1994
With Honors
Consistent Academic Scholar (1st year to 4th year)

Leyte State University 1997-1998
Cum Laude
PARRFI Scholar-UP Los Baños sponsored scholarship
Consistent Academic Scholar (1st to 4th year)

WORK EXPERIENCE

Banco de Oro Universal Bank 01/1999-06/1999
Ortigas, Mandaluyong City
Accounting Assistant
-Helps accountant in posting bank transactions and in preparation of different reports such as income statement and Balance Sheet
- Monitor accounts of depositors and maintain their files

Equitable/PCI Bank
09/2000-02/2001

H. V. Dela Costa St, Makati City
Accounting Assistant

- monitors loans of clients and process all documents for delinquent payers (Home Guaranty)
- assist accountant in posting different transactions and preparation of income statement and balance sheets for submission to VP

Sugbuan Toys, Inc
02/25/2002-07/20/2004

3rd Level, SM City Cebu
HR Supervisor

- Recruitment (conducting interviews, administer exams on all levels from Rank and File to managers, orientation/training of new employees
- Processing benefits of employees (Pag-ibig, Philhealth, SSS related concerns)
- Payroll (processing payroll of all Cebu employees)
- Checking payroll reports of all Visayas and Mindanao branches
- Administrative (conducts due process of erring employees, counseling of employees)
- Submit different government reports such as Labor Reports.

International Toy World, Inc.
07/21/2004-03/10/2023

SM Corporate Office, Bay City, Pasay City
HR Manager

- Head Office overall incharge of compensation and benefits
- supervise and check all HR reports prior to submission to VP for signature
- supervise and check all payroll reports for NCR, Luzon, Visayas and Mindanao branches.
- attends and responds to concerns of branches all over the Philippines related to Human Resources

- supervise benefits on processing of terminal pay, processing government mandated benefits such as SSS, Pag-ibig and Philhealth, incentives and other benefits for regular employees.

REFERENCES:

Mr. Jaime Pimentel	President, PIROS Corporation Nasugbu, Batangas
Ms. Yolanda S. Lachica	Human Resources Manager SM Cebu Department Store
Ms. Cristina C. Ramos	VP-Human Resources International Toy World, Inc.