



# HOPE MADELANE TABING

## HUMAN RESOURCE ASSISTANT

### PROFILE

I am an HR Assistant with 5 years experience in working with Human Resource department. Exposed with all facets of HR and expert in handling payroll, benefits and recruitment.

### SKILLS

**Recruitment skills; sourcing and screening of applicants**

**Coordination skills; efficiently communicates update and work progress, follow up applicants and give them further instructions**

**Communication skills; proficient in English - oral and writing**

### CHARACTER REFERENCES

*Maureen M. Licyayo*  
Regional Manager  
Aventus Medical Care Inc.  
Cell No.: 09171395154

*Feyjohlen Leslie*  
Recruitment Head  
Aventu Medical Care Inc.  
Cell No.: 09457688450

### HOW TO REACH ME

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Email: tabing.hopemadelane@gmail.com  
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### CAREER SUMMARY

#### **Human Resource Assistant / Admin Staff**

Aventus Medical Care Inc | May 2017- Aug 2021

- In charge in recruitment process (sourcing, interview, hiring procedures, and exit)
- On-call sourcing; looks for on call or relievers for both clinic and mobile
- Facilitates various concerns of Cebu employees regarding payroll and employee benefits
- Maintain records and files of employees and medical relievers
- Assist on some administrative work; sanitary permit, business permit

#### **Human Resource Assistant/ Generalist**

Intisari Mulia International Inc. | Jan 2016 to April 2017

- Administers pre-employment test for aspiring applicants
- Manages 201 profile of employees
- Process payroll for 8 branches of the company (usually done every five days; 5th, 10th, 15th, 20th, 25th, 30th)
- Acts as liaison officer for government agency as Social Security System (processes employee loans, sickness, and maternity benefits)
- Makes report for government agencies contributions (monthly): PhilHealth, SSS, and Pag-Ibig
- Processes exit requirements, documents, and last pay of employees

### EDUCATIONAL TRAINING

#### **University of Cebu - School of Law**

Jurisdoctor Non-Thesis

- Enrolled since Aug. 2021 to present

#### **University of San Carlos - Cebu City**

Bachelor of Science in Psychology

- Attended from June 2011- March 2015
- Member of JPMAP

Internships: Convergys - Recruitment Department, Maria Montessori International - Guidance Office