



# RAFAEL D. PADURA

## CONTACT

📞 971554368355

✉ padurarafeal@gmail.com

📍 Al Rigga, Deira Dubai

## SKILLS

- Strong Leadership
- Excellent Written and Verbal Communication
- Strong Moral and Ethical code
- Ability to work unsupervised

## EDUCATION

**Batangas State University**

**Bachelor of Science in Psychology**

2015-2016

## PERSONAL INFORMATION

Birthdate :September 4,1989

Gender :Male

Status :Single

Nationality :Filipino

Age :34 yrs. old

## PROFILE

- Hello, I'm a in Human Resources Specialist with years' expertise handling hiring and onboarding, benefits and payroll, performance monitoring tools, and HR records. Excellent in managing relationships, building teams, and communicating with others. Reliable, knowledgeable, and well-organized team player. as well as performance, training, and development programs, determine and satisfy the demands of the workforce. HR strategies, rules, and procedures are being taught to employees. Determine where the process is lacking and offer an improvement. the everyday operations of training administrators and/or consultants, including scheduling, assignments, and workflow. provides performance reviews that are prompt and constructive.

## WORK EXPERIENCE

### HR Supervisor

February 2020- July 2023

Epson Precision Philippines Inc.

- Provides resolutions on complaints and inquiries.
- Training staffs on HR policies, practices and procedures.
- Leading the team in HR operations.
- Plan and hold training events.
- Make sure that the way in which employees record their work hours is organized.
- Assist other management team members in audit preparation.
- Evaluate employee engagement and retention, and take proactive measures to pinpoint, examine, and fix any issues.
- Coordinate the whole hiring process, including advertising job positions, reading and vetting applicants, holding interviews, and onboarding new hires.
- Managed Human Resources Information System, administered benefits, and payroll processing.
- Issue incident reports, notices and memorandum and impose proper sanctions for the enforcement of employee discipline
- Enforce a handbook containing the company policies, rules, and regulations and the code of conduct.

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## CONTACT



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Dar Al Zain Bldg. Flat #303 Al Rigga ,  
Deira Dubai

## EXPERTISE

- Active listening
- Verbal and non-verbal communication
- Social awareness
- Self-management
- Accountability
- High interpersonal skills
- Efficient leader
- Excellent organizational skills and attention to detail

## REFERENCES

*Available upon request.*

## WORK EXPERIENCE

### HR Coordinator

Toplist Solution Inc.

October 2019- January 2020

- Overseeing, managing and administering our employees' rewards, perks and benefits.
- Filing and processing of government-related employee benefits.
- Responsible for the proper, accurate and timely processing of Daily Time Record of all employees.
- Maintains organized, efficient and accurate records/filing system of all payroll records, both electronic and printed copies.
- Monitoring of Leaves
- Monitor monthly posting of contributions and loan remittances.
- Resolves payroll disputes & concerns for processors' confirmation & adjustment.
- Executes releasing of Final Pay for separating employees.
- Process Time-keeping and Payroll.

### HR On-Site Supervisor

Protemps Inc.

November 2018- August 2019

- Provides guidance on the organizations training requirements and responsibilities including required compensation and accommodations under federal and state employment laws.
- Organizes and conducts orientation sessions and coordinates on-the-job training for new and transferred employees.
- Creates and/or administers post-training evaluations, tests, and assessments
- Evaluates the effectiveness of the organizations training programs and recommends areas of improvement.
- Performs other duties as assigned.

### PHR Admin Associate

Makati Development Inc.

May 2017- September 2018

- Assist with payroll processing.
- Provide administrative support to all employees.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Maintain both hard and digital copies of employees' records.
- Assist with all internal and external HR related inquiries or requests.
- Schedule meetings, interviews, HR events and maintain agendas.
- Produce and submit reports on general HR activity.
- Perform orientations and update records of new staff.
- Support other assigned functions.

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TO WHOM IT MAY CONCERN,

I am sending my resume applying any job position to your good company.

I am a self-motivated, efficient and diplomatic human resources professional with years' experience in the industry and I believe my strengths and skills make me a perfect fit for this position.

My last current role at Epson Precision Inc. by taking the time to hear complaints and address problems, I have shown my dedication to staff relations, which has led to just lower percentage decline in personal quitting in my department. I am very organized, and I was able to work effectively even after accepting an additional half-load of work on top of my regular responsibilities.

I administered a review of personnel management procedures earlier this year and compared all job descriptions to the actual work being done. Employees were pleased to have their opinions heard as a result, and HR created an improved work environment.

I worked in all aspects of the department interacting in several companies. I gained a deeper comprehension of how human resource departments function and how HR practices boost effectiveness and productivity.

I'd want the chance to meet with you and talk about how I can help your company be more productive and profitable.

I appreciate your taking a look at my application. I'm interested in hearing from you.

SINCERELY,

RAFAEL PADURA