



Celimar B. Neyra

HR / ADMIN CONSULTANT

Remote-Ready Professional

CONTACT

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LOCATION
Muntinlupa City, Philippines

LINKEDIN
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PERSONAL

BIRTHDATE
October 6, 1989

AGE
36 years old

CIVIL STATUS
Married

LANGUAGES

English
Tagalog

EDUCATION

BS in Nursing (BSN)
College Graduate, 2010

TOOLS

MS Excel & Word
Google Workspace
Slack & Canva

About Me

HR and Administrative Professional with 10+ years of experience supporting payroll operations, employee relations, government compliance, and business administration. Detail-oriented, organized, and dependable in handling confidential information and critical business processes. Passionate about creating efficient workflows and supporting teams—especially in remote environments.

Experience

HR / Admin Consultant | OptimizeX Inc. **Sept 2022 – Present**

- Manage end-to-end payroll processing and employee compensation records.
- Process SSS, PhilHealth, Pag-IBIG contributions and tax-related payments.
- Monitor approved online banking transactions and payment processing.
- Track fund allocations and prepare payroll reports and transaction summaries.
- Coordinate with the HR team for employee follow-ups and administrative workflows.
- Ensure confidentiality and secure handling of employee and financial records.

HR / Admin Assistant | OptimizeX Inc. **Sept 2013 – Aug 2022**

- Supported daily HR operations, payroll preparation, and employee documentation.
- Managed confidential employee files and records securely.
- Assisted with compensation, benefits, and government compliance requirements.
- Prepared reports, internal trackers, and managed administrative communication workflows.

Core Competencies

- Payroll Administration
- HR Operations
- Employee Relations
- Government Compliance
- Online Banking
- Data Entry & Reporting
- Documentation Management
- Time Management
- Confidentiality & Integrity

Execution & Fit

WORK SETUP

Experienced in remote environments with strong self-management.

STRENGTHS

Detail-oriented, proactive problem solver, highly organized.

OPEN TO

HR Assistant, Coordinator, VA, Payroll Specialist, Ops Support.

"I help teams stay organized, people feel supported, and business run smoothly."