



CYJAE LAGARDE CASTRO, CHRA

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
MAJOR IN OPERATIONS MANAGEMENT
THE LEWIS COLLEGE - SORSOGON CITY

To be part of a fast growing organization which offers continuous opportunity for an excellent career development. Seeking a challenging career associated with a company where I can utilize my skills and gain further experience while enhancing company's productivity and reputation.

WORK EXPERIENCE

HR ASSISTANT (Benefits) | Metro Health Specialists Hospital Inc.
August 12, 2021- June 1, 2024

- Ensures monthly mandatory contributions remittances.
- Monitors leave credits of each employees using HRIS and manual monitoring.
- Inform employees about policies of SSS, Philhealth and Pag-Ibig
- Ensures correct computation of monthly Pandemic Risk Allowance
- Does the paper works needed to avail the DOH benefits for healthcare workers such as SRA and MAT.
- Ensures all SSS and EC notifications are notified and submitted on time for the employee to avail the benefit.
- Update HRIS and manual monitoring for new mandatory contributions.
- Certifies SSS Salary loans through online portal.
- Prepares HDMF-MPL forms attachments such as pay slips and other certifications needed for the loan.

GROUP SUPERVISOR | Helping Hand Development Cooperative
February 18, 2021-May 25, 2021

- Observed members performance and adherence to safety rules.
- Ensured members government benefits. (eg. SSS, HDMF, and PHIC Contributions).
- Made DTR's and pay slips of members.
- Ensured members service income given on time.
- Resolved complaints and queries from members.

MOTORELLA SELLER | Onyata Trading Corporation
June 18, 2020-November 1, 2020

- Initiated sales opportunity to increase the market of the company.
- Provided market update.
- Maintained a healthy and active pipeline to support the company wide strategies.
- Hit monthly quota

CERTIFICATIONS:

Human Resource Educators' Association of the Philippines, Inc.
- Certified Human Resource Associate

CONTACT

- 📞 0994-290-6019
- ✉ cyjaecastro1234@gmail.com
- 📍 Boton, Casiguran, Sorsogon

EXPERTISE

SALES SKILL	██████████
MANAGEMENT SKILL	██████████
CUSTOMER SERVICE	██████████
LEADERSHIP	██████████

LANGUAGE S

- Filipino
- English

REFERENCES

Roy Hagos | Distributor Sales Supervisor
0995-887-1821

Jessa Mae Mallo - Amante | Area Manager
0930-069-2419

Margarita Rosario F. Dorion, RPM | HR Officer
0998-884-6705

I hereby certify that, to the best of my knowledge, the provided information is true and accurate.

Cyjae L. Castro