

## **BLESSYLDA GRACE P. DE JESUS**

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Address: Sharq, Kuwait



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Detail-oriented and organized HR professional with 12 years of experience combining administration, human resources management, and payroll administration, specializing in employee relations, payroll, and onboarding/demobilization processes. Expertise in payroll processing, compliance, and data accuracy, with a proven track record of efficiently resolving payroll-related issues. Skilled in using HRIS and payroll systems to manage employee records, streamline payroll operations, and address concerns promptly. Known for strong interpersonal skills and a proactive approach to supporting both employees and management.

### **PERSONAL INFORMATION**

Nationality: Filipino

Visa Status: 18 (transferrable)

Language: English

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### **WORK EXPERIENCES**

#### **SR. HR GENERALIST**

Al Thiqa Food Group Company - Kuwait

July 2022 – Present

##### Duties and Responsibilities:

- Manage full-cycle monthly payroll, ensuring accuracy and compliance with company policies and labor laws.
- Process all employee benefits, including leave, end-of-service settlements, overtime, and other applicable compensation.
- Facilitate financial transactions by preparing bank letters and processing online and offline bank transactions, ensuring compliance with financial protocols.
- Conduct monthly attendance audits to ensure accurate payroll processing and adherence to company policies
- Facilitate hiring Part time and Overseas employees through recruitment and outsource Agencies
- Facilitate onboarding processes, documentation, and HRIS updates for new hires.
- Conduct employee exit interviews and manage offboarding formalities.
- Address employee grievances, conduct investigations, and prepare formal disciplinary actions in accordance with policy and Kuwait Labor.
- Support organizational planning through manpower budgeting and performance review cycles.
- Managing medical insurance and workmen's compensation processes, including handling work injury claims, recoveries, and reimbursements.
- Planning and coordinating employee engagement activities and events to foster a positive work culture and team collaboration.

#### **HR PAYROLL ADMINISTRATOR**

KEO International Consultants - Kuwait

November 2016 – June 2022

##### Duties and Responsibilities:

- Manage the end-to-end monthly payroll process across multiple GCC locations using the Deltek system, ensuring accuracy and compliance with local regulations.
- Audit employee timesheets on a daily and weekly basis to validate hours worked and identify discrepancies.
- Generate comprehensive MIS reports to support payroll analysis and management reporting.
- Monitor and update all types of employee leave (annual, sick, emergency, etc.) within the HR system.
- Calculate and process leave applications, end-of-service benefits, and final settlements in accordance with company policy and labor laws.
- Prepare bank letters and process payroll-related bank transactions in coordination with the finance team.
- Print and issue salary cheques as required, ensuring timely distribution.
- Maintain accurate and up-to-date payroll records for all employees across locations.
- Prepare payroll deductions (e.g., loans, fines, benefits) and compute necessary adjustments to payroll.
- Address and resolve payroll-related queries and employee concerns in a professional and timely manner.

#### **DEPARTMENT ADMINISTRATOR**

Bader Al Mulla Brothers & Co. WLL

Al Mulla Office Automation Solutions - Kuwait

April 2015 – October 2016

#### Duties and Responsibilities:

- Provide comprehensive administrative support across the division to ensure smooth day-to-day operations.
- Maintain organized personnel files for all employees and ensure systematic document filing for easy retrieval.
- Track and update employee leave applications within the system in a timely manner.
- Monitor and report on employee attendance on a monthly basis.
- Prepare and review onboarding documentation for new hires to ensure compliance and completeness.
- Track employee residency and visa status, including monitoring passport and permit expiration dates.
- Generate detailed monthly reports to support departmental planning and decision-making.
- Serve as a point of contact for employee inquiries, collaborating closely with the HR department on a range of HR-related matters.
- Maintain and update content on the company website to reflect current information and initiatives.
- Prepare and draft official correspondence and required reports with accuracy and professionalism.

#### **TOUR CONSULTANT / GM SECRETARY**

Al Fahad Travel & Tourism - Kuwait

July 2013 – March 2015

#### Duties and Responsibilities

- Provide comprehensive administrative support across the division, ensuring efficient and streamlined operations.
- Coordinate with corporate clients to address and manage their travel requirements effectively.
- Assist clients in-person, by phone, and via email to understand and fulfill their travel needs.
- Support visa application processes by completing required forms and ensuring all documentation is submitted accurately and on time.
- Offer expert guidance on domestic and international travel options, including tours, accommodations, transportation, insurance, and fare structures.
- Develop and present personalized travel itineraries tailored to client preferences, schedules, and budgets.
- Conduct in-depth research on travel destinations and maintain up-to-date knowledge of industry trends and developments.

#### **SKILLS AND ABILITIES**

- **Strong Knowledge of GCC Labor Laws** – Well-versed in employment regulations and compliance requirements across GCC countries.
- **ERP System Proficiency** – Skilled in using enterprise systems such as Deltek Vision & Vantagepoint, EPICOR, and ORACLE Track for HR, payroll, and administrative functions.
- **Technical Proficiency** – Advanced user of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and adept in web-based research and online tools.
- **Highly Organized and Efficient** – Demonstrated ability to manage multiple tasks in fast-paced, high-pressure environments with precision and professionalism.
- **Team-Oriented with Leadership Potential** – Proven team player with the ability to follow direction and confidently step into leadership roles when needed.
- **Quick Learner and Adaptable** – Eager to embrace new challenges and continuously enhance skills and knowledge in the workplace.

#### **EDUCATION**

##### **UNIVERSITY**

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT**

CAP COLLEGE FOUNDATION | Philippines

##### **SECONDARY**

THE NEW KUWAIT PHILIPPINES INTERNATIONAL SCHOOL | Kuwait