
BLESSYLDA GRACE P. DE JESUS

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SUMMARY

Detail-oriented and organized HR professional with 13 years of professional 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

Language: English & Tagalog

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 (Kuwait, UAE, Qatar, Bahrain, Saudi Arabia, Oman) 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.

- Calculating and processing Compensation and Benefits 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

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 employees leave applications within the system in a timely manner.
- Monitor and report on employee attendance monthly.
- 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 City

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

- **Knowledge in GCC labor Laws**
- **Proficiency in ERP system** such as Deltek Vision & Vantage point, EPICOR, ORACLE Track
- **Proficiency in Computer Applications** such as Microsoft Office and the World Wide Web
- **Well-organized and highly efficient** working in a multi-tasking dynamic environment even under pressure
- **Accustomed to working in a team**, a good follower and can also step into a leadership role if need arises
- **Fast learner**, willing to adapt and accept new challenges in the workplace

EDUCATION

TERTIARY

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT

CAP COLLEGE FOUNDATION

Philippines

SECONDARY

THE NEW KUWAIT PHILIPPINES INTERNATIONAL SCHOOL

Kuwait

TRAINING & CERTIFICATES

Lean Six Sigma White Belt

Management and Strategy Institute

March 2016