



NIÑA MAE GRIMALDO

PEOPLE PARTNER ASSOCIATE

CONTACT

+63 945 221 0969

ninamaegrimaldo15@gmail.com

Marikina City, Metro Manila

EDUCATION

Bachelor of Science in Business Administration Major in Human Resource Development and Management

Philippine School of Business Administration (PSBA)

2018 - 2023

Accountancy, Business, and Management Strand (ABM)

FEU Roosevelt Marikina

2016 - 2018

SKILLS

- Experienced with HRIS and Zoho Application and Tools.
- Proficient in Microsoft Office and Google Workspace.
- Skilled in Canva and other editing applications.

LANGUAGE

- English

EXPERIENCE

People Partner Associate

February 2024 - Present

Staff Domain (PH) Inc. | Ortigas, Pasig City

- Facilitated the end-to-end onboarding process for new hires by sending onboarding instructions and pre-employment requirements, conducting orientation calls, and ensuring the accurate completion of employee information, including HMO enrollment and payroll ATM account details.
- Reviewed and verified all required onboarding documents for completeness and compliance, while maintaining and updating employee 201 files to ensure accurate record-keeping, confidentiality, and adherence to company policies.
- Compiled, organized, and prepared all required documentation for DOLE-SENA Mediation Conferences and NLRC proceedings, while providing administrative and employee relations support to the HR Business Partner (HRBP), ensuring accurate case records, timely submissions, and compliance with labor laws and regulatory requirements.
- Contributed to the continuous improvement of onboarding and offboarding processes by streamlining workflows, enhancing documentation procedures, and ensuring timely completion of employee lifecycle requirements to improve operational efficiency and employee experience.
- Facilitated the end-to-end employee offboarding process, including conducting exit interviews/surveys, coordinating clearance requirements, and ensuring the timely release of final employment documents within the prescribed 30-day period while maintaining compliance with company policies and labor regulations.
- Responded to employee inquiries through the ticketing system, providing timely and accurate support on HR-related concerns, processing requests for Certificates of Employment (COE) and employment verifications, and facilitating employee movement transactions, including transfers, promotions, and other employment status changes.

EXPERIENCE

HR Assistant

March 2023 - February 2024

MGM Motor Trading Inc. | Nissan Sumulong Highway

- Post Job Vacancies on social media recruitment accounts
- Schedule and coordinate job interviews
- Conducts interview for rank-and-file positions
- Maintaining physical and digital personnel records like 201 files and others
- Prepares and releases approved employee documents request
- Ensures the timely processing of employee loans and benefits
- Receives, reviews, and encodes the timekeeping forms of employees to the HRIS
- Prepare HR Reports and update once a month
- Routes memoranda and other pertinent documents to all concerned employees/departments
- Monitors all employees' compliance to the AUTOHUB code of conduct
- Process employee clearances
- Assist the HR/Admin Manager on their task as needed.

Human Resource Intern

August 2022 - February 2023

Staff Domain Inc. | Ortigas, Pasig City

- Responds to employee inquiries/emails through the ticketing tools
- Ensure that employee details are accurately documented in the employee records
- Assists in employee's time edit and leave approval
- Assists with organizing company events and engagement activities
- Encode employee information for HMO and Group Life Insurance, Er2 and R1a enrollment
- Prepare and pack, work from home employee's HMO cards and Company IDs for delivery
- Arrange HMO cards and other company items logistic
- Contact employees for address confirmation for their items (company ID, HMO cards, etc.) logistics