



PAMELA VENICE CORTEZ DAJALOS

OBJECTIVES

Seeks for a full time position where my gained experience will allow me to make a contribution as an integral part of a progressive company.

AREAS OF EXPERTISE

Recruitment & Selection
Onboarding
Customer Service
Employee Relations
Performance Management
Compensation and Benefits
MS Word and Excel

ACADEMIC HISTORY

SAN SEBASTIAN COLLEGE- RECOLETOS, MANILA

C.M.Recto Avenue, Quiapo, Manila 1001,
Metro Manila, Philippines

**Bachelor of Science Major in Psychology
2016**

CONTACT INFO

Lot 6 Block 40 Ph. 2 Huckberry Street
Greenwoods Executive Village Pasig City
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venicedajalos@gmail.com

WORK EXPERIENCE

SOFTWARE IMPLEMENTATION OFFICER I

Sprout Solutions

May 2025 up to present

Tasks:

- Ensures delivery of Sprout products according to project timelines.
- Analyzed client HR and payroll processes and help configure the platform to meet business requirements.
- Managed data migration, validation, testing, and go-live activities.
- Conducts end-user training and provides support to ensure successful system adoption of the client.
- Maintained project documentation and stakeholder communications.
- Improve implementation processes and onboarding best practices.
- Delivered Payroll-on-Demand services, processing end-to-end payroll for client accounts.

HR ADMIN OFFICER

Zeitwert Inc. (PH Realty and HelpDesk247)

May 2022 up to May 2025

HR Tasks:

- Posts job ads through Jobstreet and Kalibr. Inviting and interviewing qualified applicants.
- Ensuring background and reference checks are completed.
- Preparing new employee files and overseeing the completion of compensation and benefit documentation.
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, payroll accounts, etc.)
- Assists in payroll and timekeeping.
- Facilitating resolutions to any payroll errors.
- Maintaining current HR files and databases.
- Updating and maintaining employee benefits, employment status, and similar records.
- Enrolls regular employees to HMO and monitors it.
- Maintains and check performance reviews and disciplinary actions.
- Assists in completing termination paperwork and conducts exit interviews.

Admin Tasks:

- Modified business proposals, QA script, and QA email.
- Presents business proposals to various developers and offers marketing services.
- Facilitated sales teams, conducts orientation regarding partnership and monitors leads given.
- Calls clients for quality assurance purposes and assists further inquiries.
- Reconciled commissions received by the company and checked pending commissions to be received.
- Ensures proper filing of sales vouchers and 2307 forms.

HR ADMINISTRATOR

CJL Freight Forwarding | July 2020 - April 2022

- Responsible for hiring, developing and looking after employees which involves functions such as training and monitoring performance.
- Prepares Employment Contracts, Change of Condition, Termination Papers and Exit Clearance.
- Updates and maintains employee records.
- Keeps track of leaves such as vacation, sick and maternity/paternity leave.
- Generates payroll for all employees including Compensation and Benefits.
- Reviewing and renewing company policies and legal compliance.
- Helping with various arrangements internally, from travel to processing expenses, planning and coordination for any company events.
- Communicating with external partners like Insurance and Legal compliance.
- Create regular reports and presentations on HR metrics.

WORK REFERENCES

Marianne Soriano
Analyst
Accenture
0945-255-4686

Julius D.T.Manansala
Licensed Broker
0917-617-8355

WORK EXPERIENCE

HR ASSISTANT (GENERALIST)

Zeitwert Inc. (PH Realty and HelpDesk247)
October 2017 - June 2020

- Posts job ads through Jobstreet and Kalibr. Invites and conducts interview for qualified applicants.
- Preparing new employee files and overseeing the completion of compensation and benefit documentation.
- Orienting new employees to the organization.
- Processing payroll and timekeeping which includes ensuring vacation and sick time are tracked and answers inquiries regarding it.
- Facilitating resolutions to any payroll errors.
- Maintaining current HR files and databases.
- Updating and maintaining employee benefits, employment status, and similar records.
- Maintains and check performance reviews and disciplinary actions.
- Completing termination paperwork and conducts exit interviews.

SOURCING SPECIALIST

Asiapro Cooperative / Kaakbay sa Kinabukasan

Labor Service Cooperative | April 2016 – July 2017

- Sourced for qualified candidates through online (Jobstreet) and field recruitment (Job Fairs and PESO), flyers and leaflets, posting on bulletin boards, and recruitment database.
- Conducts initial interviews of applicants, refers for testing, schedules interviews by requesting parties.
- Prepares offer letters for qualified candidates and endorses them to clients.
- Regularly communicates with the clients (Primer Group of Companies, Starmobile, Tamsons/Solid Business) regarding the requirements on requests.
- Collects requirements and make sure these are all complete.
- Prepares weekly fulfilment reports.