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1120 al Nud St. Sharjah, UAE



+971 52 5146365



<u>rsliwanag630@gmail.co</u> m



Reynaldo Salazar Liwanag | LinkedIn

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Profile

Accomplished generalist offering 6 years as an HR Generalist with payroll experience, accurate and organized with strong skills in scheduling and documentation, able to work with tight deadlines to other payroll functions such as leave, gratuity, and final settlement as per UAE Labor Law.

Experience

March 2016-Present

HR Generalist

Dar Alwd Construction LLC

- Working with the General Manager for HR Initiatives
- Direct all hiring and training procedures for new employees
- Brief employees about company policies and procedures
- Administering company benefits, and health plans
- Manage insurance applications, claims and reimbursement
- Coordinate with transportation department in-charge
- Preparing monthly headcount and deliverable report
- Auditing and verifying timekeeping records, managing deductions, and overtime across the sites
- Records and process payroll data in the ERP System
- Implies annual appraisal and assessment
- Conducting exit interviews

November 2013-September 2015

Gallery Coordinator • Arabian Courtyard Hotel & Spa

- Coordinate with the artists, galleries and other community arts organization
- Prepare a year round gallery program
- Call, send, and request for artists' proposals, portfolios, and other art materials
- Develop guidelines and selection criteria for exhibits
- Interact and promote the gallery to the public via social media



February 2012-October 2013

Banquets Admin/Events Coordinator • JA Resorts and Hotels

- Perform range of tasks including events inquiries, monthly revenue updates
- Create and send proposals according to the clients' requirement
- Check guests' satisfaction and ensure resolutions.
- Coordinate and monitor event timelines and deadlines.
- Release BEO (Banquets Events Order) and updated database for all the prospect clients
- Raise and submit purchase orders and invoices

Education

Philippine Christian University, Manila Philippines

1998 – 2002

St. Magdalene School, Cavite Philippines

1988 – 1992

VOLUNTEER

SINAG – 2017-2018 IELTS Trainer

FILIPINO INSTITUTE – 2016-2017 IELTS Trainer

EXTRAMURALS

Bastell
Customer Service Representative (Remote)
October 2021 – Present

REFERENCES

Hiba Muhammad Ali

HR Admin
Dar Alwd Construction LLC
+971 50 980 8743

Siddiq Saifullah

HR Manager BEAMS +971 56 902 6166

