

RUDJANE FAIZAH ALOBA

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Tipolo, Mandaue City, Cebu Philippines 6014

PROFESSIONAL SUMMARY

Proactive and detail-oriented individual with six years of diverse experience spanning both the HR and Logistics industries. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

WORK EXPERIENCE

Logistics Associate

FEBRUARY 2021 - MAY 2024

SOW Philippines Fulfillment Inc. | Mandaue City, Cebu

- Shipped orders and performed boxing, packing, labeling, and preparation of related documents
- Surrounded items in cling film, padded blankets, and tape to protect from damage
- Managed warehouse operations and verified proper shipment procedures
- Verified documentation and condition of freight to ensure quality standards were achieved
- Unpacked and repacked items in different quantities and configurations for shipment
- Assisted in receiving, stocking, and distributing of merchandise
- Verified quantity and description of materials received by checking merchandise against the packing list
- Coordinated incoming and outgoing shipments to maintain schedules
- Issued timely and accurate responses to both internal and external inquiries
- Coordinated driver dispatch to accomplish daily delivery requirements
- Tracked supply, equipment, and product inventory quantities to maintain necessary levels
- Tracked and managed transfer paperwork such as packing lists
- Monitored and adjusted inventory levels according to demand.
- Updated and maintained databases to track shipments and inventory
- Managed inventory levels to verify the availability of stock for customer orders
- Maintained a clean and orderly work environment free of hazards

HR Admin Assistant

MAY 2018 - NOVEMBER 2020

Englishcentral Philippines Inc. | Cebu City, Cebu

- Provided general administrative support to the HR department, including managing calendars, scheduling meetings, and organizing appointments
- Prepared and distributed HR-related documents such as offer letters, contracts, and internal communications
- Maintained and updated employee records, ensuring accuracy and confidentiality
- Assisted in the preparation and organization of company-wide HR events and training programs
- Assisted in recruitment by posting job openings, reviewing resumes, and scheduling interviews
- Coordinated new hire orientations, ensuring new employees have a smooth onboarding experience
- Collected and processed new hire paperwork and ensured all required documents were completed accurately
- Acted as a point of contact for employees regarding HR-related inquiries, policies, and procedures
- Assisted in handling employee relations matters, and escalating issues to the HR supervisor when necessary
- Maintained a positive and professional HR environment, promoting open communication and employee engagement
- Assisted employees with benefits enrollment and addressed inquiries related to benefits packages
- Tracked employee leave, including vacation, sick leave, and other types of time off, ensuring accurate records

are maintained

- Assisted in maintaining compliance with local labor laws and company policies
- Generated reports related to HR metrics, such as turnover rates, and assist in analyzing data to identify trends and areas for improvement
- Generated the timekeeping reports to be submitted to the Accounting department for payroll purposes

HR Staff

OCTOBER 2017 - APRIL 2018

Laz Vasmun Homes Inc. | Talisay City, Cebu

- Reviewed and screened applicant resumes to identify qualified candidates
- Screened applicant resumes and coordinated both phone and in-person interviews
- Partnered with management team to coordinate on-boarding and off-boarding processes
- Documented human resources records and maintained confidentiality of sensitive personal information
- Responded to inquiries by answering telephone calls, in-person questions, and emails
- Organized new employee orientation schedules for new hires
- Filed paperwork, sorted, delivered mail, and maintained office organization
- Processed employee termination paperwork at the direction of supervisory staff
- Created and completed personnel action forms for hires, title changes, and salary increase
- Monitored employee attendance and performance to verify punctuality and absences and addressing issues per company policies and procedures
- Developed and maintained HR policies and procedures
- Compiled employee records from individual departments to maintain central files
- Conducted exit interviews with terminated or resigning employees

EDUCATION

Bachelor of Arts in Psychology (2013-2017)

Cebu Normal University
Osmeña Blvd., Cebu City

SKILLS

- Microsoft Office Suites
- Time Management
- Interview scheduling
- Google Workspace
- Inventory Management
- Calendar Management
- Problem-solving
- Warehouse Operations
- Document Preparation

REFERENCES

References available upon request