



RIZA PILANDE AGUISON



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Unit 207, 2nd Flr.
Mercedes Bldg., Ibarra
St., Brgy. Pari-an, Cebu
City, Cebu 6000

Provincial Address:

*Purok Cigla Village, Brgy.
Pagatpatan, Butuan City, 8600*

Age: **25 years old**

Gender : **Female**

Marital status: **Single**

Birht Date : **March 05, 1998**

Birth Place: **Butuan City**

Nationality: **Filipino**

Weight: **53 klg**

Height : **162cm**

Brief History:

Riza Aguison, started her official full-time job since May 2022, as an Admin Officer. Mostly assisting clients is her focus, dealing to others and expressing herself is not new to her. She has done a lot of transactions in the SSS, PHIC, Pag-Ibig and City Hall Offices, in registering few companies, and employees she handled. Best in organizing schedule for smooth operations of the company. After being an Admin, she became an HR Associate in the other company, her focus is to accommodate employees, by assisting, observing, and monitoring them and to the area she was assigned.

Objective

To use my knowledge and skills effectively and efficiently for the betterment of the company I 'am working in, which allows me to grow wherein my education and skills will be utilized for the company's goals, with the best used of dedication and determination.

Education

2016-2017 (1year) Bachelor of Science in Secondary Education – Major in English

Balite Institute of Technology Butuan City

2019-2020 (1year) Bachelor of Science in Tourism Management

University of the Visayas– main Cebu

Positions Held

November 15, 2022, to present

HR Officer (Department Head)

MAV COMPANIE LOGISTICS INC. / MULTIPLE COMPANIES

- **Responsible for making semi-VIP payroll/ semi-monthly and weekly.**
- Maintain peace and smooth working transaction in the establishment.
- Check the reports and document of the department made by the HR Associate.
- Lead the HR department by assigning the task accordingly.
- Responsible for conducting a final interview for the interested applicants.
- Responsible for conducting orientation for newly hired employees and with the other activities that need reorientation.
- Responsible for leading the department in preparing for the upcoming activities like Christmas party, Teambuilding, and other Orientation, training, and seminar activities.
- Facilitate clients, assisting the need and or purpose in visiting the office.
- Facilitate employees in the training that is needed for them (Technical Educational and Skills Development or TESDA Assessment, Basic Occupational Safety and Health etc.)
- Monitor Safety in the Operational and office environment
- Monitor and maintain Pollution control for the nature/ environment.
- Monitor and maintain data record of each employee for new and old employees.

July 01, 2022, to November 14, 2022

Jr. HR Officer

MAV COMPANIE LOGISTICS INC./ MULTIPLE COMPANIES

- **Responsible for EMB and MGB monitoring and reporting.**
- Update manpower daily repor. Update Daily Production and Remaining Stockpile volume report.
- Visit the weekly scheduled area (crushing plant, Bato office, extraction area, nursery area, motorpool, standby heavy equipments) for monitoring and to take pictures for reporting and documentation.
- Prepare monthly report for MGB (Production Report, Monthly General Accident Report, Monthly Employer's Report, Minutes of Safety Meeting Report)
- Monitor all areas by making documentation for SMR/CRS DENR-EMB report quarterly.
- Process and prepare the semiannual report for CMR to DENR-EMB.
- Process the renewable permits to EMB through Online and manual process.

- Leads the company in implementing the ECC conditions.
- Provide information to the community, staff, and other stakeholders on the progress of the programs/ activity.
- Attending sessions and any other third-party meetings is inclined to EMB and MGB. Prepare presentations to be reported to the officials of the company after attending the said sessions.
- Attend the Barangay and or LGU sessions where the locations of the operations and or the company are covered.
- Implement the SDMP and EPEP program based on the approved 5years SDMP and EPEP program. And submit the ASDMP and EPEP to MGB region 8.
- Implementing the safety protocol set by the company.
- Coordinate with the Head Office for any concerns that arise. Participate in the weekly meeting, discussion regarding the progress of the operations.

November 02, 2021, to August 14, 2022

HR Associate

MAV COMPANIES LOGISTICS INC./ MULTIPLE COMPANIES

- Do the HR works in the absence of HR Officer
- Checking Security guard if available in their post, as well as co-workmates.
- Scheduling of daily chores, aircon cleaning and general cleaning in the office.
- Keeping 201 files updated per employee and per company especially if there's resigned or newly hired employees.
- Making memo for any announcement and or violation of employee and filing hard and soft copy.
- Do the recruitment and selection. Sourcing of the applicants and conducting initial personal interview. Facilitate the written examination of applicants. Collecting of pre-employment requirements.
- Process and submit forms that are needed to be sent in the SSS, Pag-Ibig, and Philhealth for newly hired and resigned employees. Register new hired employees who don't have remittances number.
- Employee engagement and training. Planning activities such as Christmas parties and team building. Conduct or arrange training among employees. DOLE enrollment and update. Conduct department meeting in case needs arises. Talk one on one to employees, listen to employees' concerns.

- Time keeping and employee compensation- Keeping and receiving approved applications for overtime, undertime and leave. To process documents for Japan personnel and orientation.
- Labor Relations – Keeping incident reports for documentations and responsible for serving memo's if it is clearly shown that the employee is violating rules.

May 03, 2021, to October 15, 2021

Admin Officer

New Age MG Express Inc.

- Hiring and recruiting applicants
- Conducting interviews with all applicants, evaluating and or screening of all the applicants.
- Filing 201 file of all employee's hard copy, also securing soft copy of their 201 files
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- Filing 201 file of all employee's hard copy, also securing soft copy of their 201 files
- Handling all remittances accounts; SSS, Philhealth, Pag-Ibig online accounts of the company.
- Enrolling employee who doesn't have remittance number.
- Processing all renewable documents except BIR (City Hall docs, Fire and Remittances)
- Assisting client walk-in or on call on behalf of the company president
- Process enrollment of other sister companies to remittances, on field work.

December 2017 to May 2019

Part-time Deliverer

Bayan Mall Online Shopping

- Receive orders from main office at Davao City through FB messenger, to print.
- Purchase order from the list and deliver to receiver.
- Liquidate expenses from the purchased items and fares.
- Return the remaining balance to the main office or request a refund if needed.

References

ANTONIO L. NUÑEZ III

Skilled Forester Worker (Licensed Forester)

Summit Agriculture Limited (SAL)

+67571699357

GINA B. BAYACA

Accounting Officer

New Age MG Express Inc.

+639305805310

KENT HARVEY E. BONTUYAN

HR Officer

AWC Import and Assembler Rebuilder Shop Corp.

+639292695454

Fields of Interest

Bookkeeping – Processing documents for any agencies.

Serving – Tourism field job, where serving clients is the main product.

Program Organizer – Having a passion in arts decorating and in the flows of the programs.

Languages

Bisaya, Tagalog and English

Accreditation

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Interests and Activities

*Travelling – Discover new places with a nice view, where the view itself will free me from stress for a while.

*Hiking – A lover of nature and also will always have full of energy to spend in nature.

*Swimming - became an athlete in my elementary days, which is I'm still interested in until now.

*Cooking – my way in giving efforts to my family and friends, and became interested in new interesting foods.

*Baking – I like baking for my family, especially when they ask me, and that I want to discover more.

Hobbies

Reading – romantics novels, Science books and Christian or motivational books (English)

Watching Movies – Hollywood movies, most like are Twilight, Harry Potter, and all marvels and DC movies.

Volunteer Experience

2017-2018—Assistant Teacher at Pedro-Victorina Calo Elementary School

- Facilitate students every time the teacher is out or in a meeting.
- Prepare the test paper for the exams.
- Check the answered test papers of students.
- Encode th student’s scores, and compute their grades

Computer Skills

Excellent in:

- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Microsoft PowerPoint
- ✓ Microsoft Publisher
- ✓ Basic troubleshooting
- ✓ PDF editing etc.

Certificates

Safety Officer - 1

16 hours Basic Occupational Safety and Health

By: Department of Labor and Employment / DOLE Region -7

MANDAUE BUSINESS PERMIT RENEWAL

4 hours Online Seminar for Different Clearances and permit application

By: Mandaue Business Permit & Licensing Officers

Pollution Control Officer (PCO)

40 Hours Basic Training of Pollution Control Officer

By: Pollution Control Association of the Philippines

Social Security System- Employer

16 hours SSS Webinar online Seminar

By: SSS Officers

Computer Fundamental and Keyboarding Subject (COF III)

1 semester from November 2016 to April, 2017

By: Antonio M. Boque, M.B. A.

PHILIPPINE DRUG ENFORCEMENT AGENCY

Drug Symposium: Prevention of Alcohol and Drug Abuse

By: PDEA Caraga Region

I hereby certify that the above information given is true and correct to the best of my knowledge and belief.

RIZA P. AGUISON