



KRIZZA DIMAPILIS

📍 #54 Anuling Lejos I, Mendez Cavite, Mendez-Nunez, 4121

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PROFILE INFO

An ambitious, hardworking and adaptable HR Professional who is eager to excel in all facets of the HR field. Extensive experience as HR Assistant with over four and a half years' experience in this role, carrying out the full range of HR responsibilities. With an enthusiasm to help colleagues and employees, happy to work with tight deadlines to gather information and solve in some cases extremely challenging issues. I am able to work well in a successful and productive team as well as using my own initiative. Willing to continue my development in this exciting role. Seeking a challenging role, where my existing skills and qualifications will add from the outset while I continue to further develop my skills and knowledge in this field.

EXPERIENCE

■ **Apr. 2021 - Oct. 2023 , Jul. 2024 - Oct. 2024**

New Oriental Club 88 I Tambo, Paranaque City

Payment Specialist

- Responsible for the daily payment transactions processing
- Handling the daily banking credit and debit transactions and transferring money to the clients.
- Process payments that are within the scope of the bank being used for the day.
- Handle the full Chinese account platform.

■ **Mar. 2024 - Jul. 2024**

Ocean Might Support Management Inc. I Ayala Avenue, Makati City

Payment Officer

- Responsible for the daily payment transactions processing
- Process deposits and withdrawals
- Process payments that are within the scope of the bank being used for the day
- Handles all the various platform (Thai, Indonesian & Vietnamese accounts).

■ **Jan. 2024 - Mar. 2024**

Victory 88 Group I Moa Complex Central Business Park I, Pasay City

Encoder

- Responsible for the daily payment transactions processing
- Process deposits and withdrawals
- Process payments that are within the scope of the bank being used for the day
- Handle the full Indonesian account platform.

EDUCATION

Tertiary

2011 - 2015 | Santa Isabel College
Ermita, Metro Manila

BS in Business Administration

Major in Human Resources Development Management

Secondary

2006 - 2010 | Saint Augustine School
Mendez, Cavite

Primary

2000 - 2006 | Saint Augustine School
Mendez, Cavite

SKILLS

- Pre-Employment Screening
- Candidate Sourcing
- File and records management
- Recruitment
- MS Office
- Wages and salary
- Benefits and compensation
- Online Banking Transactions

LANGUAGES

- English
- Filipino

Apr. 2018 - Jan. 2021

Double Eight Solutions Inc | Fort Bonifacio, Taguig City

Human Resources Generalist

- Manage staffing and recruitment processes, ensuring optimal levels.
- Administer benefits, analyze compensation, and prepare budgets.
- Support management with performance reports and recommendations.
- Oversaw hiring and update job descriptions.
- Conduct interviews, background checks, and maintain employee records.
- Assist employees with HR issues and payroll processing.
- Conduct exit interviews and organize departmental events.

Sep. 2017 - Apr. 2018

RBT Consulting Inc | Ayala Avenue Makati City

Human Resources Assistant /Business Partner

- Recruited and screened qualified potential employees.
- Prepared monthly, weekly and daily logs using Microsoft Office Suite.
- Posted positions through approved recruitment channels
- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping.

Mar. 2016 - Aug. 2017

Spark Field Marketing Solutions Inc | Ayala Avenue Makati City

Human Resources Administrative Assistant

- Answered and directed outbound and inbound phone calls per day.
- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping.
- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Assisted with on-boarding process of new hires.
- Recruited and screened qualified potential employees.
- Prepared monthly, weekly and daily logs using company systems and templates.
- Assisted with meetings and presentations within company.

Oct. 2015 - Mar. 2016

SM Mart Inc | Mall of Asia Complex, Pasay City

Human Resources Assistant (Technical)

- Assisted with on-boarding process of new hires.
- Prepared monthly, weekly and daily logs using company systems and templates.
- Organized new employee orientation schedules for all new hires.
- Administered compensation, benefits and performance management systems and safety and recreation programs

PERSONAL INFO

Birthdate: April 26, 1994

Place of Birth: Silang, Cavite

Age: 30

Civil Status: Single

Height: 152.4 cm

Weight: 99.23 lbs

Nationality: Filipino

Religion: Roman Catholic

CERTIFICATES

September 2019

SM Aura Premier, Bonifacio Global City,
Taguig

Continuing Professional Development

March 2019

SM Aura Premier, Bonifacio Global City,
Taguig

**Relevant Professional Real Estate
Selling Guides and Ethical
Practices/RESA Law and its Salient
Features**

February 2019

Makati City

Employee's Compensation Program

ACHIEVEMENTS

"Dean's Lister"

2012-2013

Research in Business "Best in Research"

2013-2014

Business Congress: Search for Mr. & Ms. Junior Executive "2nd Runner up"

2013-2014

Red Cross Youth – Santa Isabel College Chapter "Secretary"

2011-2012

Red Cross Youth – Santa Isabel College Chapter

"Most Outstanding Member"

2011-2012

Society of Saint Vincent de Paul "Member"

2011-2012