

# Jason Gedrick R. Galvez

## Certified Human Resources Management Professional

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Visa Status: Company-Sponsored Residence Visa

(With UAE Driving License)



### Career Objectives:

Experienced HR professional with a proven track record of optimizing processes, improving employee engagement, and ensuring compliance. Eager to leverage my expertise to drive operational excellence and support the growth of both the HR department and the organization.

### Skills & Qualifications:

- Depth knowledge with visa applications, HR databases, hiring procedures, employee onboarding and offboarding, employee relations, problem-solving, employee retention, and process improvement.
- Excellent in MS Office applications such as Word, Excel, Outlook, Teams, Power BI, and PowerPoint
- Outstanding knowledge of Emiratization, UAE Labour Law, immigration process, medical insurance, etc.
- Professional approach to jobs and responsibilities assigned and result-oriented.
- Excellent interpersonal skills, analytical skills, and positive attitude in a multinational environment
- Fluent in the English language both written and verbal communication (IELTS Band 7.5)
- Able to work under pressure and with minimum supervision.
- Excellent in gathering facts and statistics.
- Advanced level in using HR system software.

### Employment History:

**PROPERTY SHOP INVESTMENT L.L.C.**

**October 2021 – till**

**date**

**Human Resources Department**

**Al Reem Island, Abu Dhabi, UAE**

HR Operations Officer/System Administrator

- In charge for all the onboarding formalities such as system introduction, facility familiarization, employee engagement, preparing workstations and assets distribution.
- Responsible for the offboarding process by conducting exit interviews, collecting company assets, final settlements etc.
- Liaises with the department managers concerning the work permit, visa process and insurance plan for their employees.
- Coordinates with the payroll team concerning salary transfers, pay slips, increments, bonuses, loans, advance salaries.
- Handles all employee complaints and resolves conflicts in the workplace.
- In charge of all internal communication memos, and emails from HR to other departments.
- Monitoring the employee who violates the company policy, and addressing the issue.
- In charge of all the HR-related letters such as salary certificates, certificates of experience, etc.
- Prepares the separation documents for departing employees, and notifies various key departments as necessary of the intent to separate
- Approach former staff to finalize the work permit, visa, and insurance cancellation.
- Reviews the time sheets and annual leaves records, and other information to detect and reconcile payroll discrepancies
- Responsible for filing and making sure that the contracts and all the important documents are stored safely.
- Uploads all the HR-related memos, policies, and letters to the Human Resources software.

- Updates and organize the shared HR folder with the needed hard copies & files to be accessed when needed.
- Prepares various kinds of HR reports; monthly attendance reports, payroll reports, hiring reports, etc.
- Sends a daily attendance report to our Contact Center team to ensure that the distribution of the leads will be seamless.
- Arranges a meeting with all the line managers to discuss their team member's concerns and job satisfaction.
- Manages the job portals, subscriptions, and assists the HR Recruiters if necessary.
- Designs the HR letters and forms in the HR system.
- Prepares the schedule for certain departments.
- Assists employees when opening local bank accounts or Al Ansari payroll cards.
- Coordinates with the concerned HR personnel for each company and subsidiary.

**UNSM SHIP MANAGEMENT L.L.C.**

**September 2020 – July 2021**

**Administration Department**  
**Al Reem Island, Abu Dhabi, UAE**  
 HR/Admin Assistant cum PRO

- Arranges the rotation of the marine crews and prepare the reliever for each project.
- Coordinates with travel agencies and hotels for ticket bookings and accommodation.
- Administers and maintains records or documents related to staff.
- Responsible for health, fire, and vehicle insurances application.
- Monitors all the bills and initiates the payment before the due date.
- Organizes the Board of Directors meetings and general assembly.
- Creates new forms and updates the policies to accomplish business goals.
- Prepares employment certificates and formal correspondences.
- Attends to employees' grievances and complaints; guides if necessary.
- Conducts onboarding induction for new joiners and exit interviews for all the departing staff.
- Sends all the documents related to our employee hiring process. (Labor cards, Emirates ID, health insurance cards, letters etc.)
- Opens a bank account for all new staff.
- In charge of all the administrative work.
- Communicates with the crews for the necessities before going off-shore.
- Prepares all the inward clearance for the crews when they docked at the UAE port.
- Organizes the required safe manning power for the vessel to start the operations.
- Gathering crews from other countries to complete the minimum safe manning power.
- Handles government-related transactions such as the Ministry of Human Resources and Emiratization, ICP Smart Services (Abu Dhabi Immigration System) and General Directorate of Residency and Foreign Affairs, Dubai (GDRFA-eDNRD, Dubai Immigration System).
- In-charge in following up on entry permits visas with the immigration department, checking details of the entry permits for corporate and different business units.
- Handles the petty cash, keeping records of all payments made and amounts received and prepares the expenses report on the last day of the month.
- Attends the ISO Audits.
- Coordinates with the Insurance companies for the required benefits of all the crews and staff onboard.

HR Assistant/Public Relation Assistant cum Document Controller

- Handles government-related transactions such as the Ministry of Human Resources and Emiratization, ICP Smart Services (Abu Dhabi Immigration System) and General Directorate of Residency and Foreign Affairs, Dubai (GDRFA-eDNRD, Dubai Immigration System).
- In-charge in preparation of offer letters for the candidates.
- Planning and monitoring employment permits on different sponsorship and checking electronic quota availability.
- In-charge in following up on entry permits visas with the immigration department, checking details of the entry permits for corporate and different business units.
- Receiving documents from other departments and different business units for residence visa applications.
- In-charge in assigning accommodation and sending all new hires to their designated camp.
- Prepares daily expenses cash reports and follows up on company payments accounts to monitor the cash flow effectively.
- Responsible for petty cash handling. Keeping records of all payments made and amounts received. Preparing all the bills and reports for the accounts department.
- Managing the issuance of flight tickets of the employees for any kind of leave and repatriation.
- Updates and maintains the PRO database e.g., scanning of passports, labour contracts, labour cards and visa details.
- Supports human resources processes by administering tests, scheduling appointments, conducting orientation, and maintaining records and information.
- Answer all employee questions about HR regulations and benefits.
- Responsible for orienting new employees to the organization.
- Responsible for mobilization of the employees to the corresponding projects
- Maintains the files and control logs as required by the project procedures.
- Receives and issues documents under transmittal, externally and internally according to the document distribution matrix.

#### Educational Background and Certifications:

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| • <b>Certified Human Resource Management Professional date</b><br>(London International Studies and Research Center) | <b>December 22, 2022 – till</b> |
| • <b>Human Resource Management CPD Certified date</b><br>(Immersive Business Training DMCC)                          | <b>December 22, 2022 – till</b> |
| • <b>Bachelor of Science in Psychology</b><br>(Centro Escolar University, Philippines)                               | <b>April 2012– March 2017</b>   |
| • <b>Bachelor of Science in Psychology</b><br>(Bulacan State University, Philippines)                                | <b>April 2010– March 2012</b>   |

#### Personal Details:

Age	: 28
Height	: 5'8
Civil Status	: Single
Religion	: Christian – Roman Catholic
Citizenship	: Filipino
Languages	: English (Fluent – IELTS Band 7.5) Tagalog (Native) Arabic (Beginner)