

# JESSA CRISOSTOMO

WORKING STUDENT

## CONTACT

- +49 163 186 0322
- mjccrisostomo@yahoo.com
- <https://www.linkedin.com/in/mjccris/>
- Berlin, Germany

## SKILLS

- Human Resources
- Regulatory Compliance
- Diary Management
- Team Management

## EDUCATION

### Master's in Project Management & Data Science

Hochschule für Technik und Wirtschaft Berlin (HTW Berlin)

2022 - present

### Bachelor's of Science in Computer Management

University of Perpetual Help System Laguna

Year graduated: 2010

## LANGUAGES

- English 
- Filipino 

## PROFILE

**Experienced Human Resource Practitioner and Operations Admin Practitioner in multi culture industries.**

### UAE experience:

HR and Operations Admin practitioner in one of the world's leading independent financial advisory organisations and day case hospital.

### Philippines experience:

HR Recruitment and Generalist role with 5 years' experience in Fortune 500 companies.

## WORK EXPERIENCE

### Lead Generation Executive

Dec 2022 - present

Part-time, Remote

- Lead mining for financial services C Level partner
- HR Administrator
- Office Management

### Human Resources Administrator

deVere Acuma · Abu Dhabi, UAE / Full-time, On site

2020-2022



#### Office Operations/Management

- Licenses, suppliers and vendor contracts.
- Purchasing - supplies and inventories.
- Switchboard management.
- Local and international shipment through courier.
- Daily and weekly statistics sales reports.
- Database management
- Support to Office Manager with any other office related matters.

#### HR

- Employee database management (paper and electronic).
- Staff on boarding and off boarding.
- Liaise with PRO (visa, labour contracts, medical insurance and etc)
- Learning & development administration (exams, trainings, and seminars).
- Document requests processing.
- Hotel accommodations/bookings for new employee.
- Reporting and liaise to HR headquarters.

#### Accounts

- Petty cash and reconciliation reports.
- Cheque management.
- Payroll and chargeback reporting.
- Accounts payable.

### Patient Administrator

Emirates Specialty Hospital / King's College Hospital London – UAE  
· Abu Dhabi, UAE / Full-time, On site

2018-2020



#### Therapy Department

- Full patient process cycle coordination and handling (referral-discharge).
- Insurance and sessions compliance monitoring.
- Administration coordination for therapy department: 3 therapist (Physio, Occupational, Speech and Language) with up to 100 patients.



#### Clinician Department

- Work force management and clinic allocation for physicians.
- Meeting coordination for all physicians.
- New physicians on boarding requisition requests:
  - Medical consumable request
  - Medical equipment (AED5000 above)
  - Marketing related needs
- Physicians' external privileges with external facilities.

---

## WORK EXPERIENCE

### HR Officer(Generalist) Operations Admin Secretary

2016-2018



Harley Street Medical Centre - Abu Dhabi  
· Abu Dhabi, UAE / Full-time, On site

#### HR Officer (Generalist)

- HR processes and procedures, including liaising with Head Office as necessary.
- Creating, revision and document control of HR policies align with UAE labour law.
- Document requests preparation and management.
- End to end recruitment process.
- Document and database management.
- PRO coordination - staff licenses and permits.
- Staff medical insurance end to end management.
- Employee relations.
- Workforce management and forecasting.
- Payroll audit.

#### Operations Administrative Secretary

- Provide administrative and secretarial support to the 3 C-level executives. (CEO, COO/ Administrative Director- Operations and HR Manager)
- Inventory purchase request for administration-operations department.
- Contracts management. (External partnerships, physicians' secondment and vendor contracts).
- Document control, creation and revision of policies and procedures for the entire centre organization.
- Reports management (internal: KPIs and external: HAAD requirement, etc.)
- Workforce management .
- Physicians clinic allocation and rota.

### HR Business Project Support

Bayer  
· Laguna, Philippines / Full-time, On site

2015



#### Contractor Management

- Vendor coordination and contractual staff deployment.
- Document control for personnel file and vendor contracts.
- Accounts payable audit for vendors' monthly bill (payroll salaries, services payment).
- Feasibility studies, planning and implementation from 2013 audit (temp staff).
- Data gathering, procedure audit, cost analysis for temp staffing.
- Headcount estimates, staffing movement and manpower supply forecast.

#### HR Shared Services

- Interdepartmental coordination (meeting arrangements).
- Revision of internal employee manual.
- Database management.

#### Training & Competency Administration

- Employee growth tracking and assessment.
- Creation, revision, alignment and document control of job descriptions, job title etc.
- End to end training organization.

### Recruitment Specialist

IBM  
· Laguna, Philippines / Contract, On site

2014



- End to end recruitment.
  - Applicants' background and reference investigation.
  - Job offers and negotiation.
  - Database and applicant web portal management.
  - Reports, analytics and compliance status coordination.
  - Point of Contact Recruiter for 4 Domains and handled 9 clients in 3 different locations.
  - POC for department's requests for business admin and facility concerns.
-