

PHILLIP SANTIAGO BALILO II

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PROFESSIONAL EXPERIENCE

Al Salam Specialist Hospital (Buhair, Riffa)
HR Assistant

March 2018 - August 2019

Responsibilities:

- Provides payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing, and analyzing data.
- Maintains employee information by entering and updating employment and status-change data.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Maintains quality service by following organization standards.
- Contributes to team effort by accomplishing related results as needed.
- Incharge of monitoring the attendance of the staff for preparation for the Monthly Pay Roll thru Paylite HRMS.

University Medical Center (Segayah, Bahrain)
King Abdullah Medical City
Dr. Sulaiman Al Habib Medical Group
Assistant StoreKeeper (General Store/Medicine Store and Fixed Asset)
General Store / Medicine Store

March 2016 - December 2017

Under general supervision this position is responsible for the maintenance of a department's storeroom / supplies which includes but is not limited to, stocking of operational materials and supplies, control and records, purchasing and related duties:

- Plans and performs work that involves ordering, receiving, inspecting, returning, unloading, shelving, packing, labeling, pricing, delivering, and maintaining a perpetual inventory of forms, office supplies, and various types of equipment.
- Rotates stock and arranges for disposal of surpluses.
- Keeps records to maintain inventory control, cost containment and to assure proper stock levels.

Fixed Assets

Accountable for recording the cost of newly-acquired fixed assets (both tangible and intangible), tracking existing fixed assets.

- Create and monitor a system of controls, procedures, and forms for the recordation of fixed assets.
- Assign tag numbers to fixed assets.

Masaya Café Lounge (Adliya, Bahrain)

March 2015 - December 2015

Purchasing officer

- Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time. • Purchase and issue order in accordance to specification.
- Maintain complete updated purchasing records/data and pricing in the system.

Cash Lounge (Adliya, Bahrain)

June 2014 - March 2015

Purchasing officer

- Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time. • Purchase and issue order in accordance to specification.
- Maintain complete updated purchasing records/data and pricing in the system.

Optia Partners International Inc.

March 2011 - October 2013

Data Analyst (Advertising/eCommerce)

Responsibilities:

- The goal of the position is to assist the researchers in Manila and Tokyo to have quality, specific information. Using the internet and social networking sites, you will verify existing data while discovering new information.
- Verifying existing data (ex. Department, full name, position, email address and direct line, if possible) using the internet and through the database.

BoardEx Inc. (Philippines)

November 2008 - October 2009

Content Researcher/Analyst

Responsibilities:

The Content division of the company extracts data on boards and directors from various sources and adds this data to the BoardEx database. Once a board is built it is continually updated, with all changes being captured and reflected in the product without delay.

A Content Researcher is accountable for the research, collation and dissemination of director and company information for the product. As part of their role they will be required to:

- Input, check, amend and verify board and director profiles, in addition to company details onto the production database.
- Ensure each company's records are updated and filed securely in accordance with the project's needs (Data Protection Act).
- Meet given deadlines and objectives to offer a high level of quality.

Summit Guaranty & Insurance Company, Inc.
Data encoder

May 2004 - October 2006

Responsibility:

- Enters information from documents such as personal information, account numbers, lists, and medical records into computers to be stored and transmitted to the appropriate area within the organization or used for research purposes. He also completes forms and edits current information. Must consistently check his work for accuracy and completeness. Reads the information and keys the data into the necessary fields and often compares the entered information with the source to identify errors and notify supervisors. Often separates information into different sections to categorize and identify certain characteristics. A data encoder also solves information that is difficult to read using cryptographic tools.

Some data encoders enter information using templates or other computer programs.

EDUCATION

FAR EASTERN UNIVERSITY - East Asia COLLEGE

2004 - 2008

Nicanor Reyes Street, Sampaloc Manila PH
Bachelor of Computer Engineering

PERSONAL INFORMATION

Date of Birth: May 21, 1986

Gender: Male

Status: Married

Nationality: Filipino

Religion: Christian