

STACY MARIE PENILLA CAMACHO

☎+973 17601925 📞+973 33216988 (WhatsApp)



OBJECTIVE

To apply with an institution that provides work environment/position that will meet my goals and have an opportunity to show my capabilities in my field of work.

EDUCATION

COLEGIO DE SAN JUAN DE LETRAN – Calamba, Philippines

Bachelor of Science Major in Psychology (2006-2010)

CANOSSA SCHOOL – Santa Rosa, Philippines

High School Diploma (2002 – 2006)

CERTIFICATION (Philippines)

- Human Resources Management (2012-2013)
- Special Education Training for Children with Psychological Disability (2010-2011)

WORK EXPERIENCE

- **Laconic Studio SPC**
Personal Assistant to the CEO
*August 24, 2019 – June 26, 2020
(Recession due to COVID-19)
- **ERA Projects**
HR Executive
*August 16, 2017 – August 10, 2019
 - Maintaining employee files (hard copy and soft copy)
 - Monitoring vacation and leave settlement records of the employees
 - Organization and implementation of the Company Policy as per Bahrain Labour Law
 - Managing Government transaction – LMRA, GOSI, SIJILAT, CIO and others
 - Reporting directly to the CEO
- **Keller Grundbau GmbH – Bahrain**
HR Officer
*July 10, 2016 – June 18, 2017
 - Maintaining employee files (hard copy and soft copy)
 - Monitoring vacation and leave settlement records of the employees
 - Organization and implementation of the Company Policy as per Bahrain Labour Law
 - Managing Government transaction – LMRA, GOSI, SIJILAT, CIO and others
 - Reporting directly to the Branch Manager and Business Unit HR Manager – Middle East

- **Xerox Shared Services Philippines, Inc. ROHQ**
Human Resources Outsourcing
Benefits Admin Senior Associate
*June 26, 2014 – June 30, 2016
 - Processing HR related transactions within the given SLA
 - Catering to employees from Xerox Great Britain
 - Adept in using eSAP and SAP as backend

SKILLS

- Expertise in Bahrain Labour Law
- Excellent oral and written communication skills (both in English and Tagalog)
- Good reasoning skills
- Knowledgeable in all HR Facets
- Hands on experience in ESAP/SAP, and ERP Tools
- Proficient in end to end Recruitment process
- Excellent knowledge in Administrative and Secretarial work
- Has experience and knowledge in Employee Training and Orientation

PERSONAL DATA

Birth date: March 1, 1990

Civil Status: Unmarried

Nationality: Filipino

CPR: 900355476

Address: Flat 22, Bldg. 14, Block 330, Road 3001, Zinj, Bahrain

Mobile: +973 33216988 (for WhatsApp)

Landline: +973 17601925

Email: camachostacymarie@gmail.com

REFERENCES

*Available upon request