

ELINA SUAYBAGUIO

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PROFILE SUMMARY

With over 12 years of experience across various roles, including several years dedicated to Human Resources as a Resource Coordinator, HR Generalist, and HR Assistant, I specialize in resource management, employee relations, onboarding, and HR operations. I am skilled in optimizing HR functions to align with organizational goals, enhance team collaboration, and improve operational efficiency. Demonstrated ability to work closely with senior leadership and employees to implement HR policies, resolve challenges, and foster a positive workplace culture. Committed to driving workforce performance through strategic resource coordination and comprehensive HR support.

EXPERIENCE

Qatar Foundation Information Technology

Doha, Qatar

Resource Coordinator | June 2022 - Present

- ✓ Manage contingent staff lifecycle, including onboarding, record-keeping, and maintaining resource databases.
 - ✓ Oversee job descriptions, contracts, SLA scorecards, and KPIs to ensure alignment with organizational objectives.
 - ✓ Provide logistical support, including equipment requests and ERP onboarding.
 - ✓ Administer leave, training, and other administrative tasks for contingent staff.
 - ✓ Assist with executive duties in the absence of the Executive Assistant.
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Doha Academy

Doha, Qatar

HR Assistant | August 2020 - May 2022

- ✓ Managed employee records and ensured accurate updates in HR systems.
 - ✓ Drafted employment-related documents such as offers and certificates.
 - ✓ Coordinated new joiner formalities and documentation collection.
 - ✓ Supported payroll processing and prepared data for audits.
 - ✓ Reviewed and updated HR forms and job descriptions to ensure compliance with organizational standards.
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Falcon Security Services, W.L.L

Doha, Qatar

HR Generalist | May 2017 - July 2020

- ✓ Led recruitment efforts, including advertising job openings, screening candidates, and conducting interviews.
 - ✓ Handled compensation and benefits, including end-of-service processing, leave settlements, and compliance.
 - ✓ Developed and managed grading and salary structures, as well as visa, QID, and MOI-related tasks.
 - ✓ Addressed employee relations by drafting offer letters, disciplinary notices, and performance reviews.
 - ✓ Assisted in policy development, employee orientations, and conflict resolution.
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Eleven 05 Engineering & Contracting Services

Tagum City, Philippines

Admin Assistant | November 2013 - March 2017

- ✓ Provided administrative support, including record organization, meeting scheduling, and office supply management.
- ✓ Facilitated communication and resolved office-related issues efficiently.
- ✓ Built trust with stakeholders and handled confidential correspondence.

- ✓ Performed receptionist duties and assisted with office management as needed.

Elle's Pension House

Davao City, Philippines

Receptionist | November 2011 - October 2013

- ✓ Managed front-desk operations, including visitor management and communication.
- ✓ Ensured security protocols were followed and maintained a safe environment.
- ✓ Liaised with staff to resolve visitor concerns and maintained activity logs.

KEY SKILLS

- ✓ Strong organizational and time management abilities
- ✓ Excellent communication and interpersonal skills
- ✓ Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- ✓ Experience with HR software and databases
- ✓ High level of discretion with confidential information
- ✓ Detail-oriented with multitasking capabilities

CORE COMPETENCIES

- ✓ Employee Relations
- ✓ Recruitment & Onboarding
- ✓ Compensation & Benefits
- ✓ HR Operations & Administration

EDUCATIONAL QUALIFICATION & TRAININGS

- ✓ **B.Sc. in Hotel and Restaurant Management**, Assumption College of Davao, Philippines (2011 - 2015)
- ✓ **HRM Certification**, Ferrand Training Center, Doha, Qatar (2019)
- ✓ **Phishing Awareness Training**

INTERESTS

- ✓ Continuous learning and professional growth
- ✓ Badminton
- ✓ Golf

REFERENCES

Available upon request.