



Raymart Apun

HR Admin | Timekeeper

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📍 Bagong Pag-asa, Quezon City

ABOUT ME

I have experience working as an HR Admin and Timekeeper. In my HR role, I assisted with employee records, supported office operations, and maintaining a positive work environment. As a Timekeeper, I managed attendance, tracked work hours, and ensured accurate payroll processing. My skills include organization, communication, and attention to detail, which helped support the smooth functioning of the workplace.

EDUCATION

2010 - 2015

UNIVERSITY OF THE EAST | BACHELOR OF SCIENCE IN HOTEL & RESTAURANT MNGT.

I hold a Bachelor of Science in Hotel and Restaurant Management from the University of the East, where I developed a strong foundation in hospitality operations, customer service, and business management. My academic background has equipped me with the skills and knowledge essential for delivering exceptional guest experiences and managing hospitality environments effectively.

WORK EXPERIENCE

2023 - 2025

MOSES MANPOWER AGENCY | HR ADMIN / TIMEKEEPER

Managed timekeeping and payroll data for field employees while supporting HR functions such as recruitment, onboarding, and records management. Ensured accurate attendance tracking, prepared timesheets, and coordinated with site supervisors to maintain compliance with company policies and labor regulations.

2018 - 2020

LA BREZA HOTEL | BELL ATTENDANT

Provided guest assistance with luggage handling, room escort, and hotel information. Ensured prompt and courteous service, supported front desk operations, and maintained a welcoming environment for all guests.

2016 - 2017

HAP CHAN RESTAURANT | FOOD SERVER

As a Food Server at Hap Chan Restaurant, I delivered prompt and courteous service, took accurate orders, assisted with food service and cleanliness, and handled payments while ensuring a smooth and pleasant dining experience for all guests.

2014 - 2015

MCDONALDS - NORTH AVE. | FAST FOOD CREW

As a fast food crew member at McDonald's, I took orders, prepared food, and kept the dining area clean. I worked quickly, helped customers, and gained skills in teamwork and handling busy hours.

OTHER EXPERIENCE

2022 - 2023

GHORL (FB PAGE) | ASSISTANT PAGE MANAGER

Managed and wrote engaging content for Ghorl, building a strong online presence through blog-style posts, audience interaction, and consistent branding. Helped grow reach and engagement through creative storytelling and social media strategy.

2021 - 2023

EDI WOW! (YOUTUBE) | SMALL YT CHANNEL WITH 800+ SUBS

As the creator of the YouTube channel EDI WOW!, I produced and edited funny video content that grew the channel to over 800 subscribers. I handled end-to-end content creation—including scripting, filming, editing, and publishing—along with designing eye-catching thumbnails using Canva and optimizing videos for search using vidIQ to boost visibility and engagement.

2019 - 2021

HAPPY FURRY FRIENDS (PET STORE) | SHOPIFY ECOMMERCE STORE

As the owner of Happy Furry Friends, a Shopify dropshipping store specializing in pet products, I managed all aspects of the business—from product research and supplier coordination to store design, customer service, and marketing. I created engaging product listings, ran promotional campaigns, and handled order fulfillment to ensure a smooth customer experience and drive consistent sales.

SKILLS

- Communication Skills
- Management Skill
- Attention to Detail
- Customer Service Skill
- Flexible & Quick to Learn
- Organizational Skills

REFERENCE

ALEXANDRA JANIQUE PANALINGAN

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