

Kevin Scott

ASSISTANT HUMAN RESOURCES

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ABOUT NICOLE

A self-motivated individual with 4 years' Human Resources work experience who is competent with a strong aptitude for an organisation. A pro-active, resourceful and reliable team player that works to targets.



EXPERIENCE

Assistant Human Resources Officer

Jivan Construction & Engineering Company Limited

Sep 2019 - Jan 2020

- Set up a human resources information system from excel files to AlphaHRMS.
- Advise managers on policies such as publish a Staff handbook.
- Conduct recruitment process and probation survey.
- Handle the full payroll cycle including payroll calculation, leave management, MPF administration and Employee Compensation Cases.

Human Resources Assistant

Sundart Holdings Limited Apr 2016 - Sep 2019

- Responsible for Compensation and Benefit exercises included full cycles of monthly payroll routines, a benchmark of salary review and set up a budget for next year (Hong Kong and Macau).
- Covering two areas for the organization supports the team in providing the full spectrum of HR services. Renew the annual medical insurance package.
- Prepare monthly salary breakdown reports. Assist on Extension of Time (EOT) and revise the resume.

Working Holiday

Australia Jul 2013 - May 2015



EDUCATION

Bachelor of Human Resources Management

San Jose State University Sep 2017 - Feb 2019

Advanced Diploma of Human Resources Management

Northeastern University Jul 2015 - Apr 2017



SKILLS

MS Office-Word



MS Office-Excel



Simplified Cangjie

Input



Muitiable(HR System)



CERTIFICATION

Certificate Course on Labour Law
in China

HKMA 2019-09-06

Certificate Course on
Employment Ordinance

HKMA 2020-03-09



LANGUAGES

English



French



Arabic



German



HOBBIES

Leadership

Organizational Skills

Technical Support

Poised under pressure

Good communication skills



DATE OF AVAILABLE

Immediately