

# Kevin Scott

## ASSISTANT HUMAN RESOURCES

✉ info@resumekraft.com 📞 202-555-0120 📍 Chicago, Illinois, US 🌐 linkedin.com/resumekraft



### 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	● ● ● ● ●
Muitable(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