

Summary

Enthusiastic, adaptable, and resourceful individual with a good experience of having a wide level of responsibilities in monitoring and maintaining records, verifying and recording daily strength and reporting the status. A strong communicator with good interpersonal skills and a good grasp of team management. Contributed extensively to teamwork and always displays a willing and helpful manner when resolving, analyzing, and investigating various process related discrepancies.

Work Experience

Mercer

2014-09 - Present

HR Assistant

- Preparing and posting out exit interview and pay review notification letters.
- Responsible for dealing with the employment reference requests and valuing performance queries.
- **Preparing Routine Orders:**
 - Weekly job ads bulletin for HC and compiling spreadsheets.
- Updating electronic personnel files on Mercer and searching employee records in order to attain information for authorized people within the company.
- Setting appointments, arranging a meeting, and taking minutes under the agenda.

Neterson Technologies

2012-06 - 2014-08

HR Administrator

- Data entry of accounts.
- Upkeep of Staff Personal Data.
- Basic clerical duties, typing, filing, etc.
- Organized Company family day outings.
- Updated staff sick leave and annual leave.
- Planned training schedules for relevant staff.
- Updated addresses of foreign workers online.
- Arranged for interviews and booking of interview rooms.

Le Bernardin

2008-01 - 2012-05

Trainee Assistant Manager

- Assisted in the responsibility for restaurant outcomes including increased sales, profitability and employee retention.
- Implemented marketing plans, maintained inventory, managed labor and used financial reporting to enhance restaurant results.
- Directed efficient and accurate preparation of sale of products for prompt customer delivery within the established speed of service and food safety guidelines.
- Supervised and trained both team members and shift leaders on team stations, products, processes, and policies.

Education

Texas State University

2007

Master of Science in Human Resource Management

Columbia University

2005

Bachelor of Art in Financial Economics

Technical Skills

Reporting Skills

Positive Attitude and Adaptability

Dependability, Organization and Scheduling

Hard Working and Team Player

Confidentiality and Independence

Computer Knowledge and Ease of Accessibility