**Name : Chen Si Han**

**Contact Number : 88137991**

**Email : shchen81@gmail.com**

**Nationality : Singaporean**

**Date Of Birth : 15 October 1981**

**Residing : Sembawang**

**Notice Period : 1 month**

**Languages Written/ : English, Mandarin, Cantonese, Japanese**

**Spoken**

**Educational Qualifications**

2017 (Ikoma Language School, Exam in December 2017)

**Japanese Language JLPT N3**

2008 to 2011 (RMIT University, Australia)

**Bachelor’s Degree in Business Management (Major in Human Resources Management)**

2016 (Singapore Human Resources Institute, SHRI Academy)

**Certificate in Payroll Administration**

2016 (SAGE Software Asia)

**Sage Easypay**

2016 (Choa Chu Kang IT Centre)

**Microsoft Office Specialist – Word, Powerpoint, Excel 2013**

2013 (Hougang Japanese Language School)

**Japanese Language Advanced**

2000 to 2003 (Nanyang Polytechnic)

**Diploma in Electronics, Computer & Communications Engineering**

1994 to 1997 (Woodlands Secondary)

**GCE O’ Levels**

**Experience**

May 2017 – Present

**Talent Acquisition Partner**

Citco Fund Services | Singapore

* Sourcing of candidates for all business units in Singapore.
* Reviewing job descriptions, establishing selection criteria for various positions under individual departments (Reconciliations, Fund Accounting, Corporate & Trust, Private Equity & Real Estate)
* Working closely with the TA manager, operations and other business units to plan recruitment needs in advance
* Sourcing suitable candidates through a variety of portals, partnering with institutions for recruitment drives, job fairs
* Shortlistiing resumes, conducting pre screening calls where necessary to pre assess suitability for role
* Liaise with recruitment firms for key positions and build working relationships with select recruitment firms. Working through business agreements, terms & fees between recruitment partners and Citco Fund Services
* Administrator pre-interview tests (Cash Reconciliations / Fund Accounting) where applicable
* Conducting interviews as required
* Tracking of interview results to tabulate and assess applications history of each vacancy, success rate of various recruitment avenues
* Generating of employment contracts, procuring job offers, external and internal salary benchmarking
* Working closely with various departments eg. HR, Admin, Training, IT with regards to staff onboarding, orientation & induction
* Manage vacancies requisitions using Oracle EBS system
* Provide updates regarding recruitment status for current job openings, requisitions approved / pending approval for regular ma

Reason for leaving: Current job is a contract role, I am seeking a long term position, with sustainable growth opportunities

June 2016 – November 2016

(6 months)

**Internal Recruiter**

West UC (Intercall) | Singapore

* In house recruitment for West Corporation’s (Intercall) Asia Pacific regional offices’ various departments: Leadership, Customer Relations, Sales, Finance & Billing, HR & Admin, IT, Marketing and Operations roles
* Covering APAC region – Singapore, Malaysia, Hong Kong, Korea, Japan
* Recruitment of candidates across APAC regional offices via LinkedIN, Peoplesoft, Taleo, job portals and working with recruitment firms,
* Positions I have filled include: Sales Overlay (Engineer), Business Development Manager, Assistant Accountant, Conference Administrator, Facilities Manager, Digital Solutions Pre Sales Consultant & more
* Job advertisements placement, resume screening, coordination of interviews, Letter of Acceptance / employee contract generation, Develop/ Review Job Descriptions
* Drafting of New Hire Contracts, Contract Agreements with Recruitment vendors and negotiation / review of terms of business
* Coordinate Career Fair, Company anniversary, Company networking, Company rebranding, Company Year End Party events planning, logistics and procurement
* In charge of Employee relations, Employee Onboarding, work passes applications, employee engagement, salary benchmarking, and other HR generalist duties

Reason for leaving: This was a contract position, with the possibility of conversion to permanent basis. However, my company was unable to retain me due to a lack of headcount.

April 2014 – April 2016

(2 years)

**HR Associate**

Owls Group Ltd アワルス　グルプ | Fukuoka Prefecture, Japan

* Act as advisory of Singapore’s employment laws, employee rights and employer obligations. Answer employee benefit related questions
* Provide recruiting and on-boarding support by posting jobs, contacting candidates, scheduling interviews, conducting new hire paperwork processing, employment passes application/renewal/cancellation, on boarding, insurance purchases and all other related administrative processes
* Coordinate projects related to company-wide and HR event planning, wellness initiatives, and employee recognition
* Perform general Human Resources administrative tasks, provide HR project support, respond to employee service requests and third party requirements, and update HR database documents
* In charge of all HR-related matters, recording staff working times and attendance, generating payroll and leave reports
* Supporting Japanese expatriates’ employment life cycle within Singapore; such as booking of flights, sourcing of housing accomodations, employment pass / visa applications, drafting of employment contracts, getting approval from International Enterprise Singapore for regional representatives, payroll processing, leave administration, insurance purchases, tax clearances and visa cancellations.
* Supporting Japanese expats in terms of adjustment to Singaporean lifestyle, provide explanation and advice in terms of expats’ employment contract details, Singapore’s employment law with regards to pay, overtime, tax and leave matters, acting as expats’ emergency contact in Japan

Reason for leaving: Company restructuring

March 2011 – April 2014

(3 years 1 month)

**HR Generalist**

Stellent Services Corporation | Singapore

* Drafting, developing, reviewing and updating of policies & procedures
* Full spectrum of HR duties from recruitment, on boarding, to resignation
* Develop/ Review Job Descriptions
* Administering and perform training programs research in line with training needs analysis for the organization, and propose training and development programs for employees
* Build employee relations through offering consultation, facilitation and resolution for workplace issues. Includes assisting in communications between employees and supervisors, imposing disciplinary actions, explanation and clarification of policies and procedures.
* Involvement of employee engagement activities/ events for purpose of team bonding and physical well being of employees
* Develop and streamline the Performance Appraisal framework
* Develop rewards, recognition, perks practices and the like as part of employees retention program
* Managing employee grievances whenever necessary
* Maintaining and keeping the compensation & benefits policy abreast
* Responsible for general HR administration; Benefits administration (leave, allowances, insurance, etc.)
* Payroll, Pay slips generation, CPF and Bank payments
* Preparation of various HR reports, analyzing of data and prepare summary for management reporting

Reason for leaving: Job recommendation from acquaintence; joined new company to gain regional work exposure

Jan 2008 – Feb 2011

(3 years 1 month)

**Human Resources Executive**

Interactive Hub Pte Ltd | Singapore

* Benchmarking of compensation and benefits for company employees
* Job advertisements placement, resume screening, coordination of interviews, Letter of Acceptance / employee contract generation
* Managing staffs’ leave, tax matters, on-boarding, claims, visa applications, petty cash, performance appraisals
* Process make up claims for NS / Reservist employees
* Arrangement for WSQ training courses for staff; application for SDF grants; maintaining training log records
* Payroll duties for internal staff
* Quarterly and yearly performance appraisals
* Handle medical insurance matters and related HR documentation
* Training needs and trends analysis for manpower and training budgetting
* HR reporting
* Employee relations, grieviances and exit interviews management

Reason for leaving: Departed for a better remuneration package and more career advancement opportunities

Feb 2006 – Jan 2008

(1 year 11 months)

**Human Resources Executive**

GES Singapore Pte Ltd | Singapore

* Handles full spectrum of HR operational and administrative functions
* Prepare letter of offer, employment contract for new hires
* Maintain and update employee personal profile, leave and medical records
* Security bond purchases for non malaysian employees
* Process staff insurance claims, Accident iReport & Workman Injury Compensation Claims
* Handle make up claims for NS / Reservist employees
* Good knowledge of Singapore Employment Act
* Employment Pass, S Pass, Work Permits via WPOL & EPOL; Tax clearance with IRAS
* Make air-travel arrangements for foreign staff
* Attend to staff welfare and benefits, query on salary and reimbursement claims

Reason for leaving: Joined new company for further learning opportunities and to gain more experience in the HR field

**Reference(s)**

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