Cherylnn Tan Si Hui

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Singaporean

**PROFESSIONAL WORKING EXPERIENCE**

Talent Acquisition, Analyst June 2013 - Present

*DBS Bank Ltd*

* Responsible for end to end recruitment from job postings, interviews, selection, compensation proposals to on-boarding of new hires
* Build and maintain strong partnerships with HR business partners, line managers, external search consultants and vendors
* Participate in recruitment activities /events e.g. career talks, job fairs, walk-in interviews etc.
* Manage and monitor end-to-end process of campus recruitment for graduate programs (Polytechnic and University)

Reason For Leaving: Contract position.

Human Resources Intern May 2012 – Aug 2012

*Keng Soon Credit Pte Ltd*

* Assisted in recruitment of interns and new hires through reviewing and shortlisting of candidates.
* Created and compiled job descriptions and specifications of all positions in the company.
* Review of employees’ contract through comparison with employment act and CPF law.
* Recommended and implemented a change in performance appraisal system for the company.
* Analyze and calculate the appropriate compensation & benefits for the employees based on recommended performance appraisal system.
* Organize company event to bond employees and allow interaction between employees.

Reason for Leaving: End of Internship.

**EDUCATION**

Bachelor of Social Science Jul 2009 – May 2013

Majoring in Psychology and Human Resources

Singapore Management University

* *SMU Organization Behavior and Human Resource (OBHR) Society Executive*

*Committee*

* Appointed as Welfare Director
* Provide networking opportunities for students majoring in OBHR
* In charge of gathering feedback from the school population regarding HR major issues such as bidding of classes.
* Ensure that guest speakers’ welfare were taken care of during events.
* Act in the interest of the HR major students and providing welfare events for them.
* Deconflict issues in Exco and organize team bonding sessions within Exco
* *SMU Xtremist (SMUX) Business Development Executive Committee*
* SMU Xtremist is an outdoor sports CCA which consists of more than 500 members.
* Worked with a team of 4 to source for sponsorship for various big scale events such as SMUX Camp, SMU Adventure Race and SMUX Annual Night Bike.
* Secured a sponsorship of 200 backpacks for all participants in SMU Adventure Race.
* Drafting of sponsorship proposals and liaising with potential sponsors.
* Maintaining a healthy relationship with sponsors through networking.
* *SMU Xtremist (SMUX) Camp 2010 Organizing Committee*
* Internally elected and appointed by the committee as the Welfare Director
* Worked together with a team of 20 to organize an annual 3D2N outdoor adventure camp for a total for 130 freshmen.
* In charge of preparing meals for 200 participants, including participants and helpers.
* Constant communication with other various departments so as to ensure meals are delivered on time.
* Act as mediator to deconflict issues in within the committee

**SKILLS**

* Proficient in English and Mandarin
* Proficient in Microsoft Office and Adobe Photoshop

**HOBBIES**

* Love playing the piano and enjoys music as a form of relaxation.
* Enjoy outdoor activities such as inline skating and constantly improving skating tricks.
* Love to read books and indulge in the reading world.

**OTHERS**

* Availability: 1 Month Notice
* Current Remuneration: $3,000
* Expected Remuneration: $3,000