

**Personal Particulars**

**Name:** Chia Jun Hao

**NRIC No.** : S9049434A

**Date of Birth** : 31st Dec 1990

**Nationality** : Singaporean

**Gender** : Male

**Address**: Blk 85 Whampoa Drive #02-256, Singapore 320085

**Email**: dmorris@grab-talent.com

**Mobile No**. :96993335

**Last Drawn Salary**: $2307

**Reason for Leaving**: No return of efforts contributed, would like to seek for stability in my career.

**Expected Salary** : $2500

**Availability** : 1 week notice

**Educational Background**

*Graduation Date: 2010*

**Diploma of Engineering (Computer/Telecommunication)**

**Institute** : Nanyang Polytechnic, Singapore

*Graduation Date: 2007*

**Secondary School/"O" Level of**

**Institute** : Bedok Green Secondary School

*Graduation Date: 2002*

**Primary School/PSLE Level of**

**Institute** : Min Xin Primary School

**Present Employment**

*17th Feb 2014 – Present*

**MCi Career Services Pte Ltd**

**Position Title** : Recruitment Specialist

**Work Description** :

* Responsible for screening, selecting and scheduling interviews with potential candidates (Permanent, contract or temporary) for client's companies
* Handling various position ranging from assistant, executive, managerial to director
* Sourcing for talents through headhunting, job portals, networking, referrals and industrial contacts.
* Manage and coordinate for the schedule of interviews.
* Conducting initial rounds of candidate interviews to screen candidate’s suitability, attitude, experience, skill sets, communication skills and technical evaluation/assessment before introducing to clients
* Provide HR advises to client companies. (Market trend, salary review, immediate dismissal, employee compensation, candidate review & selection, etc.)
* Provide career analyzing to candidates for various position
* Develop and manage on-going client relationships, through e-mails, phone, and face-to face.
* Keep track of staff confirmation, contract renewal of employment.
* Assist foreign department with foreign placements
* Calculating of payrolls for candidates.
* Ad-hoc duties assigned by Group manager

**National Service**

*May 2011 – Mar 2013*

**Singapore Armed Forces**

**Vocation** : Signal Operator

**Rank** : Corporal First Class

**Role** : Carry out counter-terrorist operations

**Employment History**

*Mar 2013 – Dec 2013*

**I-Vic International Pte Ltd**

**Position Title** : Customer Service Executive

**Monthly Salary** : SGD 1900

**Work Description** :

* Engage with inbound calls
* Handle customers' enquires and dispute cases
* Carry out investigation based on customers' request due to problem encountered or discrepancy in their accounts.

**Reason for Leaving** : Singtel intended to relocate the campaign to oversea on 31st December 2013

hence the position will not be available anymore

*Nov 2010 - Apr 2011*

**Ministry Of Manpower**

**Position Title** : Customer Service Officer

**Monthly Salary** : SGD 1400

**Work Description** :

* Assist customers with their queries regarding working passes and navigation on

the MOM website for online application and transaction

**Reason for Leaving** : Left the company to serve national service

*June 2010 - Oct 2010*

**Procter & Gamble**

**Position Title** : Temp Database Administrator

**Monthly Salary** : SGD 1120

**Work Description** :

* Sorting of interviewees' file and register them in the company database, as well as

other assigned ad-hoc duties by superior

**Reason for Leaving** : Left the company as position was reverted back to the person who was on long

term medical leave

*March 2010 - May 2010*

**IndoChine**

**Position Title** : Part-Time Service Crew

**Monthly Salary** : SGD 800

**Work Description** :

* Responsible for taking orders from guests promptly and professionally
* General housekeeping and worked as a team with other service crews to ensure smooth operation of the restaurant

**Reason for Leaving** : Left the company to focus on the final year examination for diploma

*Dec 2008 - Feb 2010*

**Bliss Cafe**

**Position Title** : Part-Time Service Crew

**Monthly Salary** : SGD 1000

**Work Description** :

* In charge of a cafeteria located at Tessensohn Civil Service Club
* Plan and arrange catering orders as well as managing the operation of the outlet

**Reason for Leaving** : Company is unable to renew the lease agreement with the club as they are

undergoing major renovation for commercial purpose

*June 2008 - Oct 2008*

**Changi General Hospital**

**Position Title** : Temp Medical Record Office Assistant

**Monthly Salary** : SGD 700

**Work Description** :

* Arrange and sort patients' medical records to relevant department
* Attend to other ad-hoc duties assigned by the superior

**Reason for Leaving** : Contract based assignment fulfilled

*Jan 2008 - Apr 2008*

**CAAS**

**Position Title** : Airport Guide

**Monthly Salary** : SGD 900

**Work Description** :

* Attend to tourists or travelers that required assistance on direction or queries

within the premises.

* Provide quality and accurate information on flight details and guide guests to their desired destination.

**Reason for Leaving** : Contract based assignment fulfilled

**Additional Information**

Self-driven, able to handle stress and work under pressure. Well conversed in English and Mandarin, able to work as a team. Willing to learn and pick up new skills and knowledge.