|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | Expected Salary: | | **SGD 2,700** | | **Xu Kang Boo** Recruitment Executive at Aetos Security Management | |
| (+65) 96632606 | dmorris@grab-talent.com | 23 years old | |
| Experience | 8 months |
| Education | University at Buffalo, State University of New York Bach Degree, Psychology (Sep 2013) |
| Nationality | Singapore |

|  |  |  |
| --- | --- | --- |
| **Experience** | | |
| Dec 2013 - Present (5 months ) | **Recruitment Executive** Aetos Security Management | |
|  | Monthly Salary | SGD 1,500 Basic |
|  | Responsibilities: -Recruiting Auxiliary Police Officers and Protection Officers. -Participating in recruitment activities and road shows. -Doing outdoor recruitment of candidates from the general public. -Conduct screenings and outdoor interviews.  Experience Gained: -Exposure to conducting 1 to 1 Interviews. -Increase in interview skills in terms of conversational skills. -Exposure to recruiting individuals from the general public. -Increase in self-confidence in terms of interacting with prospective candidates. -Exposure to Human Resource Guidelines. -Exposure to people from all walks of life; gain the ability to interact with people regardless of their social status. | |
|  |  |  |
| **Education** | | |
| Sep 2013 | **University at Buffalo, State University of New York** Bachelor's Degree in Psychology | United States | |
|  | CGPA | 3.27/4 |
|  |  |  |
| Dec 2008 | **Tampines Junior College** Higher Secondary/Pre-U/"A" Level in Mathematics & Sciences | Singapore | |
|  |  |  |
| **Languages** | | |
| *Proficiency level: 0 - Poor, 10 - Excellent* | | |
| Language | Spoken Written Relevant Certificates | |
| English | 10 10 - | |
| Chinese | 10 9 - | |
|  |  |  |
| Jobstreet English Language Assessment (JELA) | | |
| Date Taken | 26 Sep 2013 | |
| Score | 39/40 | |
|  |  |  |
| **Additional Info** | | |
| Expected Salary | SGD 2,700 | |
| Preferred Work Location | Anywhere | |
| Other Information |  |  |
| Career Objective: A career that is fulfilling and one that allows me to showcase my capabilities and also enables me to develop and perform at my highest potential.   Summary of Education: \* Bachelor of the Arts (Psychology) from University at Buffalo, State University of New York. \* Graduating with Cum Laude Latin Honors (3.27 out of 4.00 GPA)  Summary of National Service \*Given the Rank of Sergeant \*Posted to Criminal Investigation Department (CID) as the Personal Assistant to the Deputy Directors \*As the Personal Assistant my responsibilities include:  -Monitoring the schedules of the Deputy Directors  -Scheduling and organizing meetings for the Deputy Directors  -Working with the Directorial level and the Heads of the rest of the departments under CID to ensure the smooth running of daily matters regarding both the Deputy Directors  -Also occasionally assisting other departments of CID  Summary of Extra Curricular Activities: University \*Represented the University Rugby team (2011-2013)  -Singapore University Games 15s aside 2011  -Singapore University Games 7s aside 2011  -Singapore University Games 15s aside 2012  -Singapore University Games 7s aside 2012  -Singapore University Games 15s aside 2013  Junior College \*Executive Committee member in Tampines Junior College Outdoor Activity Club (2008)  -Elected to be Seasports Chief  -Portfolio includes planning and organising all seasports related activities for the club  -Leading kayaking expeditions and planning camps for the club members  Secondary School \*Represented the School Rugby Team (2003-2006) \*Student Council member in Junyuan Secondary School (2005-2006)  -Member of the Events department in charge of planning and organising camps.  Strengths: \* Leadership: My leadership stints with the clubs and committees have ensured a fair share of leadership experience for me. This is especially so in the Outdoor Activity Club where as the Seasports Chief I have to make sure that the Seasports events that I plan and organise with my team are successful. As the leader of the team I have to ensure the team members are put in the best roles where they can perform effectively according to their strengths. On the other hand making sure that no member is left behind is also part of the responsibility of a leader, motivating members and encouraging them to try their best especially during tiring expeditions is very important. This is so as to ensure the team can move smoothly together to achieve our goal.  \*Able to Communicate effectively I have no fear in talking to people and I can hold a conversation well with most people. I believe my time in National Service has helped me in this as I had to communicate effectively to people of different levels and also learn the different ways to deal with them whether they are Directors of other departments in the Singapore Police Force or the members of public.  \*Good Team Player I believe that I am a good team player, not just extra curricular activity wise but also academic wise. I am willing to do more for the team in terms of working a bit more so as to ensure that the task is done. Also my ability to adapt to and work with people of different characters have also helped me in working effectively with others. | | |
|  |  |  |
| **About Me** | | |
| Gender | Male | |
| Telephone Number | (+65) 96632606 | |
| Address | Block 940 Tampines Avenue 5 #08-197, 520940, Singapore, Singapore | |
|  |  |  |