

Ho Cheung Tse

Recruiter

👤 Profile

Experienced and effective Recruiter adept in all aspects of recruitment support and solutions. Bringing forth several years of industry experience and expertise in talent sourcing, screening, interviewing, and placing.

📁 Employment History

Assistant Human Resources Officer at Wonderful Sky Financial Group Limited, Hong Kong

December 2016 — May 2018

- Responsible for full spectrum of human resources functions, including but not limited to Recruitment & Staffing, Employee Compensation, Compensation & Benefits
- Provided HR service and professional advice to internal departments
- Participated in ad hoc HR projects as assigned
- Handled internships program

Temp Human Resources Executive at S.F. EXPRESS, Hong Kong

June 2018 — December 2018

- Work under a recruitment team to perform full cycle of frontline and office recruitment process include sourcing candidates, conducting interviews, making offers and on boarding process
- Plan and execute recruitment activities such as job fairs and road shows
- Build strong relationship with hiring managers and external parties
- Maintain updated and accurate database of HRIS
- Other ad-hoc projects assigne

Taylor Coulter Professional People Solutions at Recruitment Consultant (Focus on IT)

December 2018 — Present

- Managing the hiring process for clients and candidates from start to end.
- Conducting interviews and screening candidates for job matching.
- Conducting market research in recruiting talents.
- Follow up with clients and the candidates, to arrange for Phone/ Face interview with candidates.
- Prepare the contract agreement to the clients and the candidates.
- Assist in ad-hoc project

🎓 Education

Bachelor of Science in Human Resource Management , Oxford Brookes University

December 2014 — July 2017

Details

+852-92880537

cheung0302@hotmail.com

Skills

Ability to Work in a Team

Ability to Work Under Pressure

Fast Learner

Employee Recruitment & Retention

Communication Skills

Microsoft Office

SQL

**Associate Degree in Business (Accounting), Hong Kong Community
College**

September 2012 — August 2014