

### PROFILE

---

A dedicated HR and Accounts executive with over four years of experience managing 200+ employees and led a successful marketing campaign for a start-up company in Singapore.

### EMPLOYMENT HISTORY

---

#### HR cum Accounts Executive

August 2023 – Present

##### Golden Shield Security Services | Sin Ming, Singapore

- Oversee all accounts, human resources, and administrative matters of the company
- Prepare and handle daily accounting operations, such as invoicing, payment, payment vouchers, reconciliation of bank statements, etc
- Review quarterly and yearly balance sheets, Profit & Loss, and cash flow reports
- Liaise with company secretary, banker, accountant, tax agency, and relevant authorities
- Manage payroll and taxation matters
- Assist with the whole recruitment process and other HR-relevant matters
- Liaise and deal with the company's other operation suppliers, such as legal, office, HR agency, etc
- Ad-hoc duties as assigned as well

#### HR / Marketing Assistant

March 2019 – July 2023

##### Securus Pte Ltd | Jurong East, Singapore

###### HR Function:

- Manage the recruitment, job posting and interview screening, on-boarding and off-boarding of employees
- In-charge of issuing employee contracts and maintaining employee profiles using the internal HRIS system (iREP and Splus)
- First point-of-contact of employees for HR-related queries
- Adept in conducting attendance verification and processing of daily and weekly payroll of over 100 part-time employees
- Responsible for work pass application and renewal of foreign workers in Singapore
- Developed a tracking process to monitor the status of applicants and keep their details secured

###### Marketing Function:

- Led on a successful marketing campaign through social media marketing and email marketing
- Developed an Augmented Reality (AR) App for Virtual Security Training using 3D software

#### Web Support Specialist

September 2018 – March 2019

##### DiSignir Inc. | Cebu City, Philippines

- Collaborated with the software development team on testing for software updates and maintenance
- Published blogs and FAQs on school sites for clients
- Created e-commerce websites for clients and blog documentation
- Directed email marketing campaigns for US clients and managed CRM

#### Merchandising Assistant

September 2016 – May 2018

##### All Home Corp. | Metro Manila, Philippines

- Ran markdown reports for store product replenishment and analyse buying reports
- Conducted research on consumer buying patterns and developed a purchase and inventory plan
- Monitor inventory levels and kept adequate stocks in product displays on the sales floor

- Developed a standardised monthly sales report for senior management

## 🎓 EDUCATION

---

Bachelor of Science in Information Technology  
ABE International Business College

May 2016  
Malolos City, Philippines

## 📋 Additional Information:

---

Notice Period:  
Expected Salary: