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| |  | | --- | | **Resume** | |  | | **Basic Info.** | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name: | LanTing | Gender: | Female | /cv/CV_Attach_Read.php?ReSumeID=88613858&AttachID=17519535 | | Date of Birth: | 1984/7/8 | Residency: | Shenzhen-Baoan | | Yrs.of Experience: | 5-7 years | Email: | hellogv@qq.com | | Mobile Phone: | 18948707191 | | | | Current Salary: | 80,000-100,000RMB | | | | Hukou: | Zhanjiang | | | | | | **Self Assessment** | | |  | | --- | | 1、I am familiar with the administration, personnel, have good coordination and communication, implementation capacity and daily document writing, writing, fully play a leading role and assistants, serious and responsible work, practical work carefully, by the leadership of praise; 2,、there is a staff specialist experience, good at organizing activities, business editor, can be a very good understanding of psychology and trend of employees, good at dealing with employee relations; 3、 I have good communication skills and strong sense of team work, treats people warmly, studious,and I will do my best in any job. | | | **Career Objective** | | |  |  | | --- | --- | | I can start: | immediately | | Type of Employment: | Full-time | | Desired Industry: | Internet/E-commerce; Computer Services; Real Estate Development; Transportation/Logistic/Distribution; Finance/Investments/Securities | | Desired Location: | Shenzhen | | Desired Salary: | Negotiable/Month | | Desired Position: | Human Resources Specialist ; Admin Manager/Supervisor/Office Manager ; Corporate Culture/Employee Labor Union Relations | | | **Work Experience** | | |  |  | | --- | --- | | 2012/11--2014/7:Shenzhen GEM capital co.,ltd.( | | | Industry: | Finance/Investments/Securities | | **The administrative and human resources department**        **Executive director** | | | GEM Capital is mainly engaged in the asset management company, by the end of 2012, it was moved from Shanghai to Shenzhen,and I am responsible for the administration hr work ，the specific contents are as follows: 1、formulating and perfecting company management system, standardize the work flow and supervise the implementation. 2、According to the recruitment and job requirements,I select the appropriate recruitment channels, candidate screening, interview arrangement, and meet the needs of the people. . 3、responsible for personnel, resignation, transfer, promotion and salary adjustment procedures. 4、Responsible for employee attendance and leave management, monthly payroll, preparation of the statements, to ensure the payment of wages on time and accurate. 5、the management of human resources related documents and files, employee labor contract management, management of social insurance, and provident fund management etc. 6、 responsible for all of the preparations for the conference, the activities of the organization. 7、Responsible for the documents, annual inspection, change and management. 8、Familiar with the administrative work of all affairs, handle daily administrative work. 9、Location and decoration office. | | |  | | | 2009/7--2012/10:Bao steel Zhanjiang iron and Steel Co., Ltd.(1000-5000 people) | | | Industry: | Mining/Metallurgy | | **Logistics Department 双语对照**        **Commissioner** | | | In the beginning, the staffing shortage and the management system is not perfect circumstances, as department comprehensive management work, I am mainly responsible for the Department office, comprehensive project management and personnel. 1、Administrative work 1.1 Secretarial Management: I am familiar with the writing of official documents, the documents in accordance with the time node OA or meeting minutes in the service of leadership and personnel related sign, and as executive leadership sign instructions (such as to remind the relevant personnel to accelerate the signing process), signing will be completed documentation, timely and efficient forming the closed loop management information flow. Assist in the development, execution, supervision; the administrative rules and regulations, thinking of making department administrative documents, improve the management process; 1.2、Cost and logistics management: formulate corresponding management fees according to the annual work plans, complete financial reimbursement work (audit, stamps, records, summary account), submitted to the Department leadership review analysis for performance summary and results, the rational use of funds and effective procurement department; all kinds of office fixed assets and supplies (plans, inquiry, etc.) registration of data and number, the implementation of asset location and follow up asset purchase of new and scrap dynamic; staff PPE, official vehicles scheduling staff welfare, expatriate staff service and office supplies requisitioned logistic work; 1.3、Project management: I am responsible for the project team daily work plan management, the overall balance to synchronous work resources, track, analysis of implementation of the plan, and provide the basis for performance evaluation and decision-making; 1.4、The project contract management: follow up the execution of the contract, dynamic control of project construction contract and service contract goals, contract expiration reminder, ensure related matters strictly in accordance with the provisions of the contract and preserved; performance management, strict management of construction contract payment process, and for the contract and the contract authorization signed meeting arrangement; 1.5、Daily reception, business: I organize and coordinate the daily schedule and important reception. 2、Personnel work 2.1、I am responsible for the management of personnel files of all the staff, staff recruitment, attendance, handle employee turnover, regular procedures, performance, staff training, job training and other personnel management process work for; 2.2、planning to organize activities, and build a good corporate culture; 2.3、establish communication mechanism of employee informal effective, timely understanding of working state and ideological change of employees, according to the rules and regulations of the company, the interests of employees a reasonable answer, give guidance and help the mental health of employees, employee turnover reason carries on the statistical analysis, improve employee satisfaction and engagement; 2.4、with the development of employee training plan and performance appraisal work, held monthly monthly training will check the young staff training results; 2.5、as the company's propaganda work, responsible for design, editing, the Communist Youth League Committee of electronic publications 12, writing a journal published, many copies, fully demonstrated the common growth of enterprises and employees working atmosphere; 2.6、I participate in the holidays, large entertainment organization and planning.Since the establishment of the company organized the "mid autumn day", annual meeting activities 4 times, the number of participants up to 300 people, employees two venture firm determination. | | | | **Education** | | |  |  |  |  | | --- | --- | --- | --- | | 2005/9 -- 2009/7 | Zhongshan College of University of Electronic Science and technology | Management Science | Bachelor | | | **Training** | | |  |  |  |  | | --- | --- | --- | --- | | 2012/12 -- 2013/6 | Suntech | Human resources management division two | Human resources management division two | | Professional theoretical knowledge of HR six modules, I have passed the examination. | | | | |  | | | | | 2012/8 -- 2012/9 | Shanghai Baosteel Talent Development Institute | Management practice |  | | Because of outstanding performance, I was selected for training. Understand the basic concept of management of Baosteel, learning and skill work methods, to enhance the project technology digestion, understanding and application level, and individual team, the ability of team members effectively, to improve the enterprise concept image, behavior image, visual image cognitive degree basis, implement, enhance personal execution management plan ability, finally through various forms of action game and a variety of forms of teaching, to enable students to actively participate in interactive learning, cultivate good occupation accomplishment and ability. | | | | | | **Certifications** | | |  |  |  | | --- | --- | --- | | 2013/11 | Human Resource Management (Level 2) |  | |  | | | | 2006/9 | CET4 |  | | | **Language Skills** | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | English(Good): | Listening&Speaking(Good) , Reading&Writing(Good) | | | |