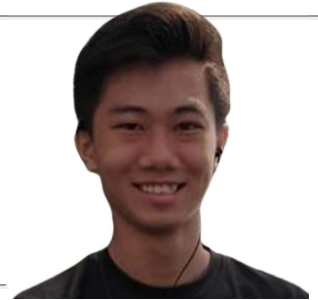


Jing Seng Poh

Contact

Email: [Click here to email me!](#)

Linkedin: [linkedin.com/in/js-poh](https://www.linkedin.com/in/js-poh)



Career objective

Keen on pursuing a career in the technological sector, particularly in software engineering.
Currently looking for positions in related fields. Open to internships too!

Project experience

All my projects are available [here](https://github.com/jspoh) (github.com/jspoh)

Education

2022 - Present

2017 - 2020

Nanyang Polytechnic
Diploma in Business Management
Specialisation in Human Resource Management and International Business

Professional certifications

- Python(Basic) Certificate - HackerRank
 - WSQ Certificate in Security - SAF MP Command
 - FB-RM-102C-1 Follow food and beverage safety and hygiene policies and procedures
-

Work experience

- Singapore Armed Forces (May 2020 - Aug 2022)
Position: Guard Commander
 - Responsibilities
 - Planned and drafted duty rosters every 2-3 days
 - In charge of day to day operations, including responding to alarms and emergencies
 - Conducted trainings and assessments
 - Liaised effectively with multiple contractors on a monthly basis to respond to infrastructure faults
 - Management of conflicts between my subordinates and others
 - Information gathering and writing incident reports
 - Took care of the welfare and health of my subordinates
 - Ensured timeliness of certain operational demands for Search And Rescue(SAR) missions in which many lives have been saved
 - Awards
 - Best in knowledge - Force protection term at Tengah Airbase
 - Best airman of the month - July 2021
 - High Achiever Award - March 2022
 - Best airman of the month - April 2022

- 605SQN Command Chief coin recipient
- 606SQN Commanding Officer coin recipient

Accepted an offer for a 200% pay increment and multiple benefits to extend service for 3 months

- Air Force Recruitment Centre (Sep 2020 - Dec 2020)
Position: Officer recruitment processing assistant / Pilot(trainee)
 - Responsibilities
 - Liaised with prospective applicants on application information
 - Medical appointments
 - Web briefings
 - Document submissions
 - Contract signings
 - Clarified applicants' concerns
 - Ensured smooth day to day operations for my superior

- WBL Engineering & Distribution (Nov 2019 - Feb 2020)
Position: Human Resources Intern
 - Responsibilities
 - Handled the entire spectrum of recruitment functions
 - Talent acquisition
 - Resume and phone screenings
 - Conducting of interviews
 - Drafting salary proposals
 - Preparation and facilitation of contract signings
 - Coordination of employee orientations
 - Filing of employee documents and entering details into Human Resources Information Systems(HRIS)
 - Refreshing of Job Description(JD) depositories and writing up new ones in accordance to ISO requirements
 - Set-up training plans for employees for the work year 2020
 - Researched and presented ITE, Polytechnics and Universities internship data
 - Supported HRIS migration from Prosoft to BIPO
 - Planning and execution of employee engagement events(Chinese new year and helping out at an elderly home)
 - Attendance of over 70 employees

- Careerlink @ NYP (Sep 2019 - Nov 2019)
Position: Human Resources Intern
 - Conducted talent acquisition processes for multiple companies
 - Designing of job posters for advertising
 - Cold calling and email potential talents
 - Conducted interviews and selections
 - Recommending prospective candidates to company HR managers
 - Head of planning and execution of employee engagement event(Games day)
 - Attendance of over 20 employees
 - 100% employee satisfaction rate
 - Handled projects for multiple companies
 - Natsteel
 - Planned and executed the "Bring your family to work day 2019" employee engagement event with over 100 employees turning up
 - Heinemann
 - Creation of employee value propositions
 - Dentons Rodyk
 - Deriving low cost and practical solutions from the training needs analysis for secretaries

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