



# POH JING SENG

## INTRODUCTION

A self-motivated, committed individual enthusiastic about pursuing a career in the technological sector in Singapore.

I have experience with Python, HTML, CSS and Javascript – Mostly self-taught. My projects can be found in the website links below.

## CONTACT

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## HOBBIES

Kickboxing  
Piano  
Gaming

## EDUCATION

### Singapore University of Social Sciences

BSc in Information and Communications Technology  
Jul 2022 – Present

### Incheon National University

Aug 2018 – Jan 2019  
Semester exchange program

### Nanyang Polytechnic

Apr 2017 – Apr 2020  
Diploma in Business Management  
Specialisation in Human Resource Management, International Business

## WORK EXPERIENCE (OVERVIEW)

### Singapore Armed Forces

May 2020 – Aug 2022  
Guard Commander

### Air Force Recruitment Centre

Sep 2020 – Dec 2020  
Officer recruitment processing assistant

### WBL Engineering & Distribution

Nov 2019 – Feb 2020  
Human Resources Intern

### Careerlink @ NYP

Sep 2019 – Nov 2019  
Human Resources Intern

## 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 (DETAILED)

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### Singapore Armed Forces

May 2020 – Aug 2022

Guard Commander

- Responsibilities
  - Planned and drafted duty rosters every 2-3 days
  - In charge of daily 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
  - Maintained a high standard of discipline and performance in my subordinates
- 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 to extend my service

### Air Force Recruitment Centre

Sep 2020 – Dec 2020

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 daily operations for my superior

### WBL Engineering & Distribution

Nov 2019 – Feb 2020

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 System(HRIS)
    - Refreshing of Job Description 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 2020

Human Resources Intern

- Conducted talent acquisition processes for multiple companies
  - Designing of job posters for advertising
  - Cold calling and emailing potential talents
  - Conducted interviews and selections
  - Recommending prospective candidates to company HR managers
- Spearheaded the planning and execution of employee engagement event (Games day)
  - 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