# ***Personal Data***

Name : Lim Ai Chern Shirley Samantha

Address : Lan Dian Road Lane 1688 Blk 1 Room 301

Pudong, Shanghai 201318

###### Religion : Christianity

Date of Birth : October 22, 1968

Nationality : Singaporean

Marital Status : Married

(3 daughters : age 18 years, 14 years and 12 years)

Contact No : +86 15601666747

Qualifications : 1981 – 1985

GCE ‘O’ Level

CHIJ Katong Convent Girls School

1986 – 1988

Certificate in Business Studies (major in Accounting)

Clementi Institute of Commerce

1991 – 1992 (Part-time)

Diploma in Personnel Management

National Productivity Board

1995 – 1997 (Part-time)

Diploma in Management Studies

Singapore Institute of Management

1997 – 1998 (Part-time)

Bachelor of Business in Business Administration

Major in Human Resources Management

Royal Melbourne Institute of Technology University

Languages : English, Chinese – Written & Spoken

Hokkien, Cantonese, Hainan – Spoken Only

## ***Working Experience***

## Apr 07 – May 07

# **Cavu Corp Pte Ltd**

## Position Held: HR Manager

## Job description : similar to Baxter Healthcare

## Apr 01 – Feb 06

# **Baxter Healthcare (Asia) Pte Ltd**

## Last Position Held: Senior HR Executive

1. General HR support

## Creates and maintains personnel documents, su Last Position Held: Senior HR Executive

* ch as job description, employment letters, staff movement and promotion etc
* Controls the operations of human resources functions and supports a wide range of day to day functions, such as payroll updating and administration, tax program, benefits, preparation of the annual budgets and various other reports
* Participates in the formulation of company policies and procedures
* Participates in interviews with candidates for lower levels positions
* Interacts with external consultants and government agencies

2. Compensation & Benefits

* Prepares and co-ordinates the annual increment exercise
* Co-ordinates and monitors incentive schemes, profit-related pay schemes etc
* Prepare statistics in order to provide accurate and reliable information to line managers for yearly manpower budgeting
* Advises management on human resources policies and practices as well as compensation and benefits issues
* Manages the expatriates administration, liases with International Assignment Team in Headquarters, Chicago USA on compensation and benefits policies and procedures and local tax issues
* Participate in the yearly compensation and benefits survey with William Mercer and Watson Wyatt, yearly update of database in the survey system

3. Human Resource Information System (HRIS)

* Creates and maintains staff information records using the HR Global HRIT system, known as Peoplesoft
* Project Management for HRIS (including Self-Service tools, eComp tools, eLeave tools and Performance Appraisal tool)
* Generate monthly headcount reports
* Conduct monthly data integrity audit
* Involve in any initiative drives in relation to HRIS

4. Training and Development

* Consolidate the different types of training and overall training costs for the year
* Ensure the work process are compliant to ISO procedures

## Sep 96 – Nov 00

# **Gates Rubber Company (S) Pte Ltd**

## Last Position Held: HR & Administration Executive

* reported directly to the Managing Director
* executed HR functions such as manpower and budget planning, recruitment & selection, compensation & benefits (including payroll processing and employee welfare) and training & development for the all Gates’ Asia Pacific companies, including Singapore, Japan, Thailand, Hong Kong and China
* developed employee handbook for all Gates Asia Pacific companies and ensuring adherence to company’s policies and procedures
* liasing with Group HR at Corporate Headquarters in Denver, USA on HR policies and procedures
* constantly updating and improving on existing HR & Admin related policies
* planning of expatriate compensation and benefits for relocation (to Japan, Hong Kong, Taiwan and China), handling of tax matters and administration of expatriates’ welfare
* handling of admin functions such as liaison with suppliers and contractors, housekeeping, office equipment maintenance, premises planning and office renovation, office security, transportation, landscaping, and other admin-related issues
* member of ISO steering committee
* oversees a HR & Admin Administrator to assist in day-to-day operations

Nov 95 – Mar 96

### **F & N (S) Pte Ltd**

# Last Position Held: Personnel Executive

* reported to the Corporate Human Resources Manager
* executed HR functions such as recruitment & selection, compensation and benefits
* preparation of monthly reports
* administration of staff welfare

Nov 93 – Nov 95

#### TNT Express Worldwide (S) Pte Ltd

Last Position Held: HR Administrator

* reported to HR Country Manager
* handled employee compensations and benefits
* assisted in recruitment & selection process
* assisted in the training and development
* performed ad-hoc responsibilities such as ISO administration, etc.

Oct 88 – Oct 93

#### OCBC Bank

Last Position Held: Special Grade Clerk

* reported to Bank Officer
* handled the payroll for OCBC staff for a staff strength of over 2000 and subsidaries for a staff strength of over 300
* handled recruitment procedure for Bank officers and below
* supervised 2 juniors in their daily work

Last Drawn Monthly Salary: S$6,000.00