

HO TING KO (JUSTIN)

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justinko6621@gmail.com
BN(O) Visa Holder
Eligible to work in the UK
Immediately available

A proactive and results-oriented Human Resources professional with a proven track record of 5 years in diverse HR roles, seeking a challenging position to further expand and apply my skills in recruitment, payroll, and client relations management. Possesses excellent numeracy, administrative, and interpersonal skills, coupled with a meticulous attention to detail and a friendly and professional approach. Proven ability to meet deadlines and produce consistently high quality work. Eager to contribute expertise to drive organisational success.

EXPERIENCE

Human Resources Officer, Hung Fung Transportation Limited

Jun 2021 – Sep 2023

Key Responsibilities:

- Supported recruitment and managed job advertisements on different channels such as JobsDB, Indeed and Facebook
- Handled administrative tasks, including resolving telephone enquiries and providing outstanding customer service
- Oversaw onboarding processes, including preparing employment contracts and conducting background checks for new starters such as DBS, criminal and reference checks
- Maintaining and updating employee records in YOOV HR system, ensuring accuracy and compliance
- Conducted data entry into the HR database for leave records, salary and positions etc.
- Calculated monthly payroll for 200 staff

Achievements:

- Successfully coordinated the selection and implementation of the new HR system (YOOV) within budget, increasing headcount in the new system by 100
- Achieved a 30% interview target in recruitment, fulfilling positions such as Driver, Administration and Logistics Clerk
- Contributed to optimising the Leave Management and set up the Leave policies
- Implemented Organisation Health and Safety measures resulting in a 70% reduction in work-related injuries

Human Resources Officer, Wonderful Sky Financial Group Limited

Sep 2020 – Feb 2021

Key Responsibilities:

- Provided administration support such as managing email replies, answering phone calls, and resolving enquiries from clients
- Supported candidates throughout the application and onboarding process
- Oversaw leavers and contract terminations to ensure that all matters were in compliance with company policies
- Generated routine reports such as Medical and Enrollment report, Salary Report, HR System Bug Analysis Report etc.
- Handled payroll administration, such as preparing Monthly Payroll report, updating Monthly Organisational Chart and administering Mandatory Provident Fund

Assistant Human Resources Officer, Nishimatsu Construction Company Limited

May 2019 – Oct 2019

Key Responsibilities:

- Managed the application for external training sponsorship and the reimbursement processes
- Updated the monthly salary range of each position and updated the annual salary report
- Monitored all staff's attendance at training courses
- Screened CVs, selected the right candidates and arranged interviews
- Managed timesheets and responded to HR-related emails, posts and telephone activities

EDUCATION

BACHELOR DEGREE OF BUSINESS MANAGEMENT

School of Continuing and Professional Studies, the Chinese University of Hong Kong
2013 - 2014

HIGHER DIPLOMA OF BUSINESS MANAGEMENT

YMCA College of Continuing Education
2011 - 2013

SKILLS

- Microsoft Office – Word, Powerpoint, Excel, Outlook
 - Excellent listener and Independent thinking
 - Recruiting and Hiring talents
 - Can-do attitude
 - Good communication skills
 - Problem solving skills
 - Poised under pressure
 - Budget management
 - Polite and friendly
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COURSES

Latte Art Grading System - White Cup

Apr 2023 - Apr 2023
Tasse Coffee

Barista Foundation Skills

Nov 2022 - Dec 2022
Specialty Coffee Association

Certificate in Employment Ordinance

Jul 2018 - Sep 2018
The Hong Kong Management Association

Certificate in Labour Law (Practical)

Jun 2015 - Aug 2015
HKFTU Spare Time Study Centre

International Award In Barista Skills

Sep 2022 - Oct 2022
City and Guides

HOBBIES

- Cookery, hiking, travel and playing badminton
- Owner of three cats