

# HO TING KO (JUSTIN)

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

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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.

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## 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
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### 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
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### 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
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## 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

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## 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

### International Award In Barista Skills

Sep 2022 - Oct 2022  
City and Guides

### 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

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## HOBBIES

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