



JAYANTHI ANANDAN
Human Resource Professional

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EXECUTIVE SUMMARY

Seasoned HR professional with 12+ years of experience in handling the full spectrum of human resources functions for global MNCs, SMEs, Immigration and Recruitment Consultancy firms.

AREAS OF EXPERTISE

Recruitment | HR Policies Management | Immigration | Employee Relations | Payroll & Benefits | Employment Act Advisory | Process Improvement | Operations Management | Administration |

PROFESSIONAL EXPERIENCE

Operations Manager (Sole Contributor) | Espire Infolabs Singapore| Jun 2023- Present
Reports to the Regional Head-SEA and accountable for managing HR and company operations.

Skills: Talent Acquisition, Payroll Administration, Immigration, Admin, Finance & Accounts, Employee Engagement and Benefits Administration

Significant Highlights

- Straits Times article featured my contributions to a discussion on workforce diversity under the "AskST" column([askST Jobs: What if someone mocks you as being a 'diversity hire'? | The Straits Times](#))
- Interviewed by Vasantham TV (MediaCorp) for their popular show # Ethiroli which discusses current affairs in Singapore to share about guidelines of the workplace fairness act ([Ethiroli - Ep 44 - mewatch](#)).
- Supported CSR projects in coordinating with GivingSG to raise funds for Singapore Cancer Society.

Senior HR & Admin Executive (Sole Contributor) |Ranosys Technologies Singapore Feb 2022 – May2023
Reports to the CEO and COO and accountable for HR Operations.

Skills: Talent Acquisition, Payroll Administration (QuickHR)-Singapore, India and US payroll, Immigration, Employee Engagement and Benefits Administration.

Significant highlights:

- Awarded "Above and Beyond Award" for Q3-2022 and "Exceeding Expectations Award" for Q1 2019.
- Experience in setting up an HR department.
- Initiated and implemented QuickHR software for the company.
- Processed Work Holiday pass and hired interns from foreign countries.

HR Manager |Toss-Ex Singapore| Jan 2020- Jan 2022
Reports to the Director of the Immigration and Recruitment Consultancy.

Skills: Talent Acquisition, Payroll and Immigration

Significant highlights:

- Experience in overseeing a group of recruiters.
- Handled MNC clients as a recruitment SPOC.

MORE WORK EXPERIENCES

- HR & Admin Executive | Ranosys Technologies Pte. Ltd, Singapore | July 2018 – Oct 2019
Skills: Talent Acquisition, Payroll Administration, Immigration, Employee Engagement and Benefits Administration
- Executive HR Assistant | Cutch Group, Singapore | Feb 2017 – Dec 2017
Skills: Payroll & Leave Management, Training & Admin support,
- HR Executive | Foster Wheeler (currently Wood Group), India | Jan 2007 – Dec 2007
Skills: Talent Acquisition, Payroll Administration, HR Induction, ISO certification & SOX audit
- HR-Executive | HCL Technologies BPO Services Limited, India | Mar 2004 to Dec 2006
Skills: Talent Acquisition, Payroll Administration, Immigration, Employee Engagement, Performance Management, MIS Reports
- Technical Writer | Scope e-Knowledge Private Limited, India | Jul 2003 to Mar 2004
Skills: Technical documents (Patents) analysis & documentation

Talent Acquisition

- Led the full cycle of the recruitment process from job postings to onboarding, ensuring compliance and aligning with MOM guidelines (Careersfuture postings).
- Collaborated with management and department heads to forecast manpower needs, develop job descriptions, and execute strategic hiring plans.
- Conducted candidate sourcing, interviews, and selection; proposed compensation packages aligned with market data, budget and SAT test.
- Collaborated with the background reference checking company to process the EP.
- Partnered and coordinated with Government agencies (e2i) for virtual career fairs.
- Built partnerships with local universities to drive internship programs and expand the talent pipeline.
- Delivered comprehensive onboarding and orientation for new hires to ensure smooth integration.

Global Mobility

- Managed end-to-end processes for work pass applications, renewals, cancellations, and appeals in compliance with MOM regulations and the Singapore Employment Act.
- Facilitated visa processing and immigration administration ensuring adherence to local mobility policies and fair employment practices.
- Coordinated timely processing of Employment Passes, S Passes, and related documents; maintained accurate records and government correspondence.
- Liaised with staff to gather required documentation and provided comprehensive guidance on the application, arrival, and onboarding processes.
- Maintained visa requirements for overseas travel and updated stakeholders throughout the process lifecycle.

Payroll Administration

- Managed end-to-end payroll administration including leave management, monthly payroll processing, CPF contributions, and IRAS tax filings (IR8A, IR21), government grants, NS claims, Government-Paid Leave claims and full and final settlement.
- Ensured timely and accurate salary disbursement, bank uploads, and statutory submissions in compliance with Singapore regulations.
- Addressed employee queries about payroll, income tax, CPF, and expense claims.
- Produced detailed payroll reports for management and audits; assisted in submitting financial data for company accounts.
- Maintained accurate employee records and followed payroll procedures and policies.

Employee Engagement and Benefits Administration

- Administered group insurance and medical benefits, including renewals and claims, ensuring compliance with local statutory requirements.
- Updated and communicated HR policies through the Employee Handbook, ensuring clarity and accessibility for all staff.
- Led the planning and execution of employee engagement initiatives, including team bonding events and festive celebrations.
- Supported CSR projects and monthly employee recognition events to foster a positive work culture.

Finance & Accounts Administration

- Handled timely and accurate data submission for audits, quarterly GST filings and supported annual audit processes in coordination with the Accounts & Finance Team.
- Coordinated with internal and external auditors to prepare annual financial statements.
- Managed monthly cash outflow schedules for management approval.
- Responsible for keeping track of the company bank accounts. Oversaw bank account operations, coordinated bank guarantee process, and served as the primary liaison for all banking matters.
- Submission of invoices to Govt. and local portals ensuring timely and accurate submissions to maintain financial integrity and compliance.
- Performed bank reconciliations, managed vendor payments, and followed up with customers for outstanding payments.

Training & Performance Management

- Maintained comprehensive training records for audit and compliance purposes.
- Managed employee conflicts, disciplinary cases, and grievance resolution to maintain a positive and compliant work environment.
- Facilitated the annual performance management cycle, including objective setting, appraisals for permanent and contract staff, and compensation alignment.

HR Business Partnering & Strategic Support

- Acted as a strategic partner to the leadership team, aligning HR initiatives with business objectives and providing advisory compliance and organizational culture.
- Led core HR processes include compensation planning, performance management, and talent reviews.
- Ensure that local employment laws and best HR practices are followed.

Office & Administrative Support

- Preparation of HR related letters for employees.
- Managed office administration (office rental, phone etc.), maintained IT inventory records, and procured pantry and stationery supplies.
- Handled travel arrangements for employees and management, including flight and hotel bookings.
- Coordinated scheduling and calendar management for the Regional Head's client meetings and business engagements.
- Coordinating with Sales team and assisting with key details required for submission of tender documents in GE BIZ portal.

PROFESSIONAL CERTIFICATIONS

- 2023-Certified by Institute of Human Resource Professionals as “IHRP-SP (senior professional)” national HR certification supported by tripartite partners: MOM, NTUC and SNEF for meeting the highest standards of learning experience and demonstrated competencies. [SP20230400329].
- 2020-Certified by Institute of Human Resource Professionals as “IHRP-CP” national HR certification. [20200200205_CP_1].
- 2019- Certified by the Ministry of Manpower for “Certification of Employment Intermediaries”. Certified CEI by MOM. [CEI-19-08-0097].
- 2017- Certified by Singapore Human Resource Institute (SHRI) for attending a workshop on “Introduction to the Employment act and relevant Singapore's employment laws”.

EDUCATIONAL QUALIFICATIONS

- 2005-2006 -Executive Post-Graduate Diploma in Human Resources Management - Loyola Institute of Business Administration (LIBA).
- 1999-2003 -Bachelor of Engineering- Bharath Institute of Science & Technology.