



CATHLYN [REDACTED]

CONTACT

[REDACTED]

[REDACTED]

EDUCATION

(2020)

[REDACTED]
Human Resource Development Management

((2015)

[REDACTED]

SKILLS

- Well Organized
- Computer literate
- Good Communication
- Responsible, Creative and Trustworthy
- Hardworking, done with energy and industrious
- Cold Calling
- End to End Recruitment Process

PROFILE

To obtain the role of responsible effective human resource in a fast pace environment to utilize and enhance my knowledge, creativity, multitask and administrative skills to acquire the company's goals as much as I can to have a great contribution to this organization.

EXPERIENCE

[REDACTED]

HR Specialist | FEB 2024 - PRESENT
Project Based

- Supporting Operations and Head Office for Recruitment and time keeping, payroll.
- Implementing the rules and regulations of the company.
- Creating schedules of the staff at the warehouse.
- Confronting different types of concerns.
- Assisting Clients and Investors
- Sourcing for recruitment needs via Linked In, Facebook, Jobstreet, Indeed.
- travelling from [REDACTED]
- Assisting the Owner and Managers to their Condo's that needs to settle.

- Sourcing different types of positions in IT, Admin, Marketing, Liason Officer, Sales Agent, Sales officer, Sales Specialist, Warehouse Porter, Sales man, Warehouse Assistant, Repacker, HR Recruitment, HR Generalist, HR Manager, HR Supervisor, Accountant, Paralegal Officer, Social Media Specialist, Graphic Designer, Diital Marketing Manager, Regional Sales Director, Field Product Associate, Company Driver, Compenben Specialist and Managerial Positions
- Responsible in conducting Trainings, Orientation, Time Keeping, Salary Release, Employees Relations etc.
- Roving in all the facilities inside the warehouse.
- Conducting intervies, approval in initial and final interviews.
- Supervisions, daily report, receiving emails, concerns, scheduling of operations, releasing of memo's etc.

Business Development Executive/ Recruitment Specialist |
AUG 2023 - DEC 2023

Project Based

- Sourcing for recruitment needs via Linked In, Facebook, Jobstreet, Indeed and My careers future.
- Sourcing different types of positions in Engineering, IT, Admin, Marketing, Nurse, and Managerial Positions.
- Increase sales and get new customers for the firm.
- Find clients and foster long-term relationships in Singapore
- Understand client requirements need.
- Work closely with customers to fully understand the hiring requirements for each role within the firm and to satisfy competitive hiring goals and expectations.
- Manage the whole recruiting lifecycle for a range of vacant opportunities, assisting customers in the search for hiring , and retention of qualified people.
- Using a database of competent individuals to choose from as opportunities become open, cultivate high-touch relationships.

[REDACTED]

Talent Aquisition | March 2023 - June 2023
Project Based

- Sourcing for recruitment needs via Linked In, Facebook, Jobstreet, and Indeed.
- Utilizes social media platforms to expand networks to professionals
- Sources potential candidates with the use of traditional and/or non-traditional recruitment channels.
- End to End process except On boarding.
- Address all inquiries from job portals as well as internal inquiries from employees.
- Conceptualizes and implements various sourcing initiatives to fulfill the hiring demand
- Participates in nationwide off-site/ on-site recruitment events
- Creates job ads brands

[REDACTED] | November 2022 - Marc 2023
Project Based

- Handling Companies Social Media Platform
- Handling [REDACTED]
- Editing different Job Vacancies in Canva
- Maintain and Organize Clerical works
- Greets and assist on boarding new employees
- End to end process except conducting orientation
- Conduct Background Investigation
- Responsible in collecting and checking all the requirements of new employees
- Verify Government Requirements
- Sourcing Applicants
- Daily work updates

HR Recruiter

██████████ | April 2022 - Aug 2022 - Project based

- Sourcing for recruitment needs via Linked In, Facebook, Indeed.
- End to End process
- Address all inquiries from job portals as well as internal inquiries from employees.
- Conceptualizes and implements various sourcing initiatives to fulfill the hiring demand from different stores in Vismin Area.
- Participates in nationwide off-site/ on-site recruitment events
- Creates job ads brands
- Reporting of Manpower, Alignment of Plantilla & Actual and lacking of Manpower.

Recruitment Assistant

██████████ | Oct 2021 - April 2022 - Project Based

- Sourcing for recruitment needs via Linked In, Facebook, and Indeed.
- Handling Companies Social Media Platform
- Handling ██████████
- Editing different Job Vacancies in Canva
- Maintain and Organize Clerical works
- Handling 201 Files
- Handling Examination Test for Applicants
- End to end process except conducting orientation
- Conduct Background Investigation
- Verify Government Requirements
- Daily work updates
- Reporting Plantilla & Actual, Manpower Alignment, Lacking of Manpower, Strategic Planning etc.
- Handling Open House & Virtual Job Fair

INTERNSHIP

HR Admin Receptionist

██████████ | Aug 2019 - Nov 2019

- Assisting Interns, and Employees
- Screening of CV/Resume of Interns applying ██████████
- Handling 201
- Handling Timekeeping
- Assisting in On boarding of Employees & Interns
- Assisting in Seminars
- Phone Calls, Paper Works, Routing Files etc.
- Handling list of Employees & Intern
- Edit Poster, Assist in Events, etc