

YANNIS MA

yannis.ma@gmail.com | 6123 2001

PROFILE | Skilled Human Resources professional with 3+ years of comprehensive experience in recruiting and screening job applicants, evaluating employees with respect to performance and preparing benefit and offer packages.

EXPERIENCE | **Senior Human Resource Administrator, LP Global Group**

Jun 2012 - Present

- Formulated and executed human resources policies and procedures including manpower planning, remuneration management, employment relations, etc
- Established and maintained professional working relations with 10+ branches in China to achieve smooth operation in employee movement and transfer
- Oversaw and managed the general administration support and facilities management services of 5 local offices and 10 China factories

Human Resource Administrator, LP Global Group

May 2011 - Jun 2012

- Performed a full spectrum of human resources support including recruitment, personnel record management, medical claims, payroll and MPF calculations
- Assisted in formulating and implementing company policies and procedures in the areas of office administration and human resources management
- Facilitated employee relations and engagement by handling routine staff enquiries and information in a professional and effective manner

QUALIFICATIONS | **Hong Kong Polytechnic University, 2008-2011**

Bachelor of Arts (Honours) in Social Policy and Administration

Hong Kong Community College, 2006-2008

Higher Diploma in Service Management

SKILLS | Microsoft Office (Word, PowerPoint, Excel & Access)

LANGUAGES | Cantonese (Native), English (Proficient), Mandarin (Intermediate)

AVAILABILITY | One month's notice