

KAYLEE HO

Kwun Tong | 9120 2001 | kaylee.ho@gmail.com

SUMMARY

A well-organised, highly adaptable individual in the recruitment process with 2+ years' experience in the field sourcing, selecting and securing capable candidates for multiple positions in a firm. Demonstrated understanding of business objectives and support to staff of all levels.

EXPERIENCE

Human Resources Assistant, Hip18 Corporation Ltd.

Jun 2012 - Present

- Facilitated the entire recruitment cycle from beginning to end, including job posting preparation, interview arrangements and reference checks
- Assisted in personnel support administration work with respect to recruitment, compensation & benefits, payroll, leave & attendance and ad-hoc projects
- Prepared and updated 5+ monthly HR reports, such as leave and attendance records, medical insurance claims, organisation charts, etc
- Facilitated and sped up the screening process by assisting hiring managers to fulfil business requirements for 10 Recruitment Days annually
- Adopted various tools such as web-based sourcing, online postings, department networking and referrals to attract talent for the company

EDUCATION

City University of Hong Kong, 2009-2012

Bachelor of Business Administration (Honours) in Human Resources Management

SKILLS

Microsoft Office (Word, PowerPoint, Excel & Access)

Adobe Creative Suite (Dreamweaver, Photoshop, Illustrator)

LANGUAGES

Cantonese (Native) English (Proficient) Mandarin (Fluent)