**FULL NAME**

Contact Information [Address, Mobile Number, Email]

**SUMMARY**

A human resource generalist with over five years of experience, I have performed a wide range of HR functions, including talent recruitment, performance evaluation, corporate training, and benefits management. A multitasker with exceptional communication and interpersonal skills, I’m able to align the best HR practices with the company’s objectives to pursue growth within the organisation. I am currently seeking new opportunities to inspire and lead as a human resources professional.

**WORK EXPERIENCE**

HR Generalist, ABC Singapore

June 2018 to February 2021

* Oversaw the recruitment, screening, and onboarding process for new employees
* Planned performance evaluation programs and training for staff
* Collaborated with upper management regarding the implementation of COVID-19 safety protocols

HR Associate, XYZ SG

June 2016 to May 2018

* Assisted the HR manager in various roles, including administrative tasks and staffing logistics
* Planned company-wide events and programs for the improvement of employee welfare and satisfaction

**SKILLS**

Technical Skills

* Excellent verbal and written communication skills (English and Singaporean)
* Proficient in MS Office applications (Word, Excel, Powerpoint, Outlook, etc.)
* Knowledgeable in basic HR software and Talent Management Systems (TMS)

Other skills

* Excellent interpersonal skills
* Data-driven analytical skills
* Problem-solving
* Public speaking

**EDUCATION**

Bachelor of Human Resource Management, Singapore University of Social Sciences (2012 to 2016)