

Professional Profile

Bi-lingual tripl
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Utilising my in
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Core Sk

- HR
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- Ex

Career

Jul 2016 -

Outline
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es reference HR

employment law related
VISA generation.

es.

- Checked and electronically filed HR matters on pensions, insurances, confirmation letters and addendums
- Communicated with external agencies
- Processed

Key Achievements

- Created a new reference system
- Developed a new tool which increased the number of received applications
- Performed a development

Nov 2014 – Sep 2015

Outline

Processed time adhering to co

Key Respons

- Verifying Purch
- Admin
- Com
- Coordinating for p

Key Achievements

- Accomplished chain or BAU

Nov 2012 -

Apr 2012 -

Education

- M
- L
- P
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Language

- - Basic

IT Skills

- Now
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References

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