

WINE HNINN THU

HR RECRUITER • TALENT ACQUISITION SPECIALIST

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PROFILE

Dual-market HR Recruiter and Talent Acquisition Specialist with over 10 years of progressive experience across Singapore and Dubai. Combining regulatory depth, people intuition, and modern hiring strategy, with hands-on expertise across the full recruitment lifecycle, from executive search and LinkedIn sourcing to salary benchmarking and offer management. Fluent across MOM work-pass frameworks in Singapore and UAE Labour Law, with a practical command of AI-powered sourcing tools, ATS platforms, and data-driven screening.

CORE COMPETENCIES

Full-Cycle Recruitment • Executive Search & Headhunting • Passive Candidate Sourcing • Talent Mapping & Pipeline Management • Competency-Based & Behavioral Interviewing • Salary Benchmarking & Negotiation • Offer Management & Closing • Employer Branding • Job Ad Copywriting • Onboarding & Offboarding • Stakeholder Management

MARKET EXPERTISE

Singapore: MOM Work-Pass Processing (EP, S Pass, Work Permit) • COMPASS Scoring • FCF • TAFEP Compliance • CPF, SDL & IR8A Submissions • Singapore Employment Act

UAE: Executive & Specialist Search • Talent Pipeline & Headhunting • LinkedIn Sourcing & Talent Mapping • Salary Benchmarking • Multicultural Workforce Navigation • UAE Labour Law Compliance

PROFESSIONAL EXPERIENCE

Talent Acquisition / HR Recruiter • Phoneix Homes Real Estate LLC, Dubai, UAE *Nov 2025 – Present*

- Manage end-to-end recruitment for real estate agents, tele-callers, and corporate support roles across the real estate vertical.
- Headhunt and source candidates through LinkedIn, Indeed, and other job portals, building a qualified talent pipeline.
- Conduct initial screenings, competency-based interviews, and shortlist high-potential candidates.
- Manage offer negotiations, documentation, visa coordination, and onboarding.

HR & Recruitment Executive • Polymer Building Contracting LLC, Dubai, UAE *May 2025 – Sep 2025*

- Delivered end-to-end recruitment for site-based and corporate roles, covering sourcing, screening, interviewing, selection, and offer management.
- Managed onboarding and offboarding, including new hire paperwork, exit procedures, and documentation.
- Managed HR operations including attendance tracking, payroll processing, and annual leave monitoring.

Human Resources Supervisor • Sing Lee Corporation Pte Ltd, Singapore*Feb 2022 – Mar 2025*

- Led full-cycle recruitment across operational, technical, and admin roles in compliance with MOM regulations and the Singapore Employment Act.
- Processed EP, S Pass, and Work Permit applications, renewals, appeals, and cancellations via MOM EP Online / WP Online.
- Posted roles in line with the Fair Consideration Framework (FCF) on MyCareersFuture; sourced across JobStreet, LinkedIn, and FastJobs.
- Conducted candidate screening, competency-based interviews, salary benchmarking, reference checks, and offer negotiations.
- Managed onboarding and offboarding, ensuring TAFEP-aligned fair employment practices.
- Managed payroll processing, CPF submissions, SDL, and IR8A filings.

HR Recruitment Officer • Call Lade Logistics Pte Ltd, Singapore*Aug 2021 – Jan 2022*

- Managed end-to-end recruitment for Prime Mover Drivers, Crane Operators, and container truck drivers.
- Partnered with hiring managers and department heads to define role requirements, salary benchmarks, and must-have skills.
- Liaised with PSA Singapore on manpower supply, port-pass coordination, and workforce deployment.
- Coordinated operator training programs, certification tracking, and compliance records.
- Maintained accurate candidate pipelines, recruitment trackers, and hiring reports.

Human Resources Administrator • 9Degree Construction Pte Ltd, Singapore*Aug 2019 – Aug 2021*

- Sourced and recruited site-based workforce, processed Work Permits, S Pass, payroll, CPF, and SDL submissions in line with MOM rules.
- Ensured COVID-19 safe-management compliance for employees, including dormitory and worksite protocols.
- Maintained employee records and HR documentation, supporting onboarding, leave tracking, and day-to-day administrative operations.

Operations Executive • I Deal Project Pte Ltd, Singapore*Nov 2018 – Jul 2019*

- Oversaw daily operations across sales, logistics, and procurement to ensure timely order fulfilment.
- Managed key client and supplier relationships, resolving escalations and safeguarding service commitments.
- Prepared operational reports and KPI summaries to support senior management decision-making.

Cabin Crew • FMI Air Line, Group of Surge Pun Association, Myanmar*Oct 2014 – Oct 2017*

- Conducted pre-flight safety checks and ensured 100% adherence to aviation regulations.
- Trained to handle in-flight emergencies, demonstrating calm problem-solving under pressure.
- Delivered premium service to diverse passengers across multiple routes.

Customer Service Representative • Early Career, Singapore*2011 – 2013*

- Managed a high volume of customer inquiries daily, delivering timely and accurate resolutions.
- Built rapport with customers to encourage repeat business and positive feedback.

FREELANCE SERVICES

Available on a project or retainer basis across the UAE and Singapore:

- **Remote Recruiter:** end-to-end recruitment support delivered remotely, from job profiling and sourcing strategy to shortlisting and offer management.
- **CV Screening & Shortlisting:** competency-based screening to surface only the most qualified candidates for interview.
- **CV / Resume Writing:** professionally written, ATS-optimized CVs tailored to target role and market.
- **LinkedIn Profile Optimization:** strategic rewrite of headline, about, experience, and keywords to boost recruiter visibility.
- **Interview Coaching:** one-on-one coaching for competency-based and behavioral interviews, from preparation to closing the offer.
- **Recruitment VA:** remote recruitment virtual assistant support covering sourcing, outreach, scheduling, ATS updates, and candidate coordination.

LANGUAGES

Burmese (Native) • English (Advanced C1) • Chinese Mandarin (Elementary A2) • French (Elementary A2)

AVAILABILITY

Onsite / Remote / Hybrid, Dubai, UAE