



# WINE HNINN THU

HR RECRUITER

TALENT ACQUISITION SPECIALIST

RECRUITMENT CONSULTANT



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Business Bay, Dubai

## EDUCATION

Bachelor of Arts in English  
B.A. (English)

## CERTIFICATIONS

Human Resource Management

Financial Accounting Certificate

Recruitment Consultant Certificate

## PERSONAL INFO

**DOB:** 18 December 1991

**Nationality:** Myanmar

**Interests:** Travelling,  
Learning languages, Yoga,  
Photography, and Social  
Gatherings

Visa Status: **Freelance Visa**  
**(UAE)**

Open to: **Onsite, Remote,**  
**and Hybrid Opportunities**

## PROFESSIONAL SUMMARY

**Dual-market HR recruiter** who processes Singapore work passes end-to-end EP, S Pass, Work Permit through MOM, with **full command of COMPASS scoring**, FCF advertising, TAFEP compliance, CPF, SDL, and IR8A while bringing sharp commercial understanding of the **UAE hiring ecosystem**, from Emiratization targets and NAFIS incentives to WPS obligations, gratuity frameworks, free zone vs mainland structures, and **the talent demands shaping the market**. Paired with proven strengths in talent mapping, **Boolean search, LinkedIn Recruiter pipelines, structured competency interviews, salary benchmarking, negotiation, and offer-to-onboarding execution.**

A reliable professional who **combines stakeholder management, ATS proficiency, and a warm, candidate-centric approach** developed through years of cabin-crew service.

## SKILLS & CORE COMPETENCIES

- Full-Cycle Recruitment (Sourcing to Onboarding)
- Executive Search & Headhunting
- Passive Candidate Sourcing & Talent Mapping
- UAE & Singapore Labor Employment Practices understanding
- Competency-Based & Behavioral Interviewing
- Talent Pipeline & Candidate Database Management
- Employer Branding & Job Advertisement Copywriting
- Offer Management, Negotiation & Closing

## WORK HISTORY

November 2025 – Present

PHONEIX HOMES REAL ESTATE LLC – TALENT ACQUISITION/ HR RECRUITER  
DUBAI, UNITED ARAB EMIRATES

- Manage **end-to-end recruitment** for real estate agents, tele caller and corporate support roles across the real estate vertical.

## LANGUAGES

### Chinese (Mandarin)

Elementary (A2)

### French

Elementary (A2)

### English

Advanced (C1)

### LinkedIn Profile:

[www.linkedin.com/in/wine-hninn-thu](https://www.linkedin.com/in/wine-hninn-thu)

- **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**.
- Utilized social media platforms to boost **qualified candidate pipelines** and expand reach beyond traditional sourcing channels.

May 2025 – September 2025

POLYMER BUILDING CONTRACTING LLC – HR & RECRUITMENT EXECUTIVE,  
DUBAI, UNITED ARAB EMIRATES

- **Delivered end-to-end recruitment** for site-based and corporate roles, sourcing, screening, interviewing, selection, and offer management.
- Manage **onboarding and offboarding** processes, including new hire paperwork, exit procedures, and ensuring all documentation is completed and processed.
- HR operations: tracking **attendance**, calculating, and **processing salaries**, monitoring **annual leave**.
- **Serve as point of contact** for employee queries related to leaves, attendance, payroll inquiry.

February 2022 – March 2025

SING LEE CORPORATION PTE LTD – HUMAN RESOURCES SUPERVISOR,  
SINGAPORE

- Led **full-cycle recruitment** across operational, technical, and admin roles in compliance with MOM regulations and the Singapore Employment Act.
- Processed **Employment Pass, 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 and managed sourcing 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.
- Supported **payroll processing** for 100+ employees, including CPF, SDL, and IR8A submissions.

August 2021 - January 2022

CALL LADE LOGISTICS PTE LTD – HR RECRUITMENT OFFICER, SINGAPORE

- Managed **end-to-end recruitment** for Prime Mover Drivers, Crane Operators and container truck drivers, sourcing candidates through LinkedIn, JobStreet, MyCareersFuture, and referral networks in line with the Fair Consideration Framework (FCF).

- **Partnered with hiring managers** and department heads to define role requirements, **salary benchmarks**, and must-have skills ensuring alignment between sourcing strategy and business needs.
- Liaised with **PSA Singapore** on manpower supply, port-pass coordination, and workforce deployment for operational continuity.
- Coordinated operator **training programs, certification tracking,** and compliance records in line with MOM regulations.
- Maintained **accurate candidate pipelines, recruitment trackers, and hiring reports**, providing clear visibility on time-to-hire and open requisitions.
- Supported work-pass administration (Work Permit, S Pass) for successful hires, ensuring **full compliance with Singapore labor law**.

August 2019 - August 2021

9DEGREE CONSTRUCTION PTE LTD – HUMAN RESOURCES ADMINISTRATOR,  
SINGAPORE

- **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 50+ employees, including dormitory and worksite protocols.

Nov 2018 - July 2019

IDEAL PROJECT PTE LTD – OPERATIONS EXECUTIVE, SINGAPORE

- Managed customer orders, inquiries, and **sales support**.
- Handled administrative duties, including **data entry, reporting, and filing**.

October 2014 - October 2017

FMI AIR LINE, GROUP OF SURGE PUN ASSOCIATION - CABIN CREW, MYANMAR

- 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.

**Early Career – 2011 to 2013**

CUSTOMER SERVICE REPRESENTATIVE, SINGAPORE

- Managed a high volume of **customer inquiries daily**, delivering timely and accurate resolutions.
- **Built rapport with customers** to encourage repeat business and positive feedback.
- Assisted in improving **front-desk processes** to improve service delivery.
- Maintained organized documentation of all customer interactions for reporting purposes.