



HRIS & Payroll Specialist

Macau

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HRIS Config and Setup:

Workday Module:

- Recruitment
- HCM
- Business Process (BP)
- Reporting & Dashboard (incl. Cal Field)
- PRISM
- EIB with Integration
- BIRT Report

Workday Security:

- BP Policy
- Condition Rule
- Domain
- Security Group (Role Base, Intersection, etc.)

SAP SuccessFactors:

- Employee Central (EC)
- Recruiting (RCM)
- Onboarding/Crossboarding/Offboardsing (ONB)
- Performance & Goal (PMGM)

ServiceNow:

- HR Service Delivery (HRSD)
- Knowledge base (KB)
- Record Producer

Data, BI & Visualization

MS Excel

95%

Tableau

80%

Power BI

75%

SQL Server

75%

Coding & Server

HTML & CSS, Javascript

80%

Docker & Docker Compose

75%

Linux Ubuntu

60%

HR & Administration

Sizeable Payroll Operation

Pre-Opening set-up experience (Payroll, HRIS, C&B)

Macau Labour Law & Salaries Tax

Tax withhold, M2, M3/M4

Macau Concession Renewal (Re-tendering)

Fine-tune HR figure to prominent company strength

Languages

Cantonese (native)

English

Mandarin

Summary

I was born and raised in Macau. After graduating from high school, I went to mainland China to study, where I obtained a Bachelor's degree in Management. Upon returning to Macau, I started my career in Finance Payroll, gaining over seven years of experience before transitioning into HRIS.

With over 8 years of experience in HRIS and HR Report & Analystic, I specialize in delivering high-impact HR solutions by leveraging my deep technical expertise in Workday HCM, SAP SuccessFactors, and ServiceNow. I have extensive proficiency in the Workday Recruitment module, where I excel in driving process improvements through advanced Custom Reporting (Advanced and Matrix), Business Process (BP) configuration, EIB/Integration management, and robust Domain and Security Group administration. Complementing this core strength with my background in leading SAP SuccessFactors go-live projects, specifically with hands-on data migration, and transforming HR data in ServiceNow, I am uniquely positioned to optimize complex system ecosystems, align HR technology with strategic organizational goals, and consistently enhance overall user experience.

Throughout 15 years of experience, I have managed mass regional-wide payroll operations for over 10k staff members, playing a pivotal role in the pre-opening phase of Macau's JW Marriott & Ritz-Carlton Hotel. My solid background in corporate HRIS and payroll has honed my proficiency in all-round HR data management, system configuration, data analysis and visualization, making me adept at presenting complex Information System data with clarity.

Work Experience

HRIS Manager - Galaxy Entertainment Group (澳門銀河娛樂集團)

2025 Jan - Current

HR Information System :

- ◆ Lead HRIS Projects: Manage HRIS projects, ensuring on-time execution, controlling costs, and achieving desired project outcomes and benefits.
- ◆ Drive HR Automation: Oversee HR automation initiatives, advise on innovative solutions in partnership with IS&T, and enhance operational efficiency.
- ◆ Streamline and Automate HR Processes: Identify system improvement opportunities, streamline and automate core HR processes, and collaborate with IS&T to implement solutions.
- ◆ HRIS Strategy and Implementation: Act as Portfolio Manager for HRIS, lead end-to-end project implementation (from planning to deployment), and develop strategies to support business growth.
- ◆ Govern HRIS Operations: Establish governance through SOPs, data structure rules, user security protocols, and system administration (e.g., account setup, audits, and compliance).
- ◆ Stakeholder Collaboration and Training: Foster strong relationships with stakeholders, communicate process changes, and deliver system training to HR&A users.

Senior HR Technology Specialist - MGM Macau (美高梅澳門)

2018 Oct - 2024 Dec

HR Information System :

- ◆ Provide Workday Expertise for day-to-day support and development. This includes hands-on configuration of business processes, data uploads (EIB), testing, and issue analysis
- ◆ Collaborate on enhancement requests and new functionality. Collect requirements, design solutions, conduct testing, and validate changes while ensuring overall system performance.
- ◆ Work closely with HR business partners to deliver valuable solutions that enhance process efficiency and provide a high-quality user experience.
- ◆ Proactively implement system controls to optimize operations.
- ◆ Collaborate with colleagues to identify process improvements and recommend system enhancements that align with evolving business needs.
- ◆ Schedule customized Workday & ServiceNow reports for relevant audiences
- ◆ Assist with new feature releases, analyzing new or automatically available functionality within the existing configuration.

HR Report & Analystic :

- ◆ Data analysis to senior management for company-wide policy decision-making
- ◆ Maintain the staffing compendium, controlling the pace of hiring based on business volume
- ◆ Fine-tune regular basis government report aim to prominent company strength
- ◆ Perform HR data analysis in various topic for business optimisation
- ◆ Present complicated figure in approachable manner to related audience

HR Manager (Oversea Payroll) - Suncity Group (太陽城集團)

2018 May - 2018 July

Supervision on Oversea(Manila) payroll cycle operation:

- ◆ Handle oversea payroll operation of Manila (bi-weekly)
- ◆ Time Keeping Attendance calculation (AL, NPL, Maternity, Paternity, Work-injury leave, etc.)
- ◆ Casino payroll entry computation (Tips, Win/Lose ratio, Rolling incentive, KPI bonus, etc.)
- ◆ Work closely with local vendor, cross check the result for audit and safety
- ◆ Review local mandatory contribution: Philippines SSS, PAG-IBIG, Philhealth and related tax

Payroll Master - JW Marriott Hotel Macau (澳門JW萬豪酒店)

Payroll Master - The Ritz-Carlton, Macau (澳門麗思卡爾頓酒店)

2014 July - 2018 May

Handle full spectrum of Payroll cycle, Accountable for the two hotel 1300+ staff payroll:

Pre-opening stage:

- ◆ Establish the SOP & computation in accordance with Corporate SOP and Local Law
- ◆ Partners with IT and C&B for Payroll System, Rostering & Leave Application System setup
- ◆ Code listing, mapping and system linkage configuration
- ◆ Process monthly payroll manually (before system go-live)
- ◆ Handling P-Tax and provision, Net-of-tax payee solution

Post-opening to Operation stage:

- ◆ Be the escalation point for monthly processing issues and executes remediation
- ◆ Supports system on payroll processing & On-demand payment calculation and process
- ◆ Casino payroll entry computation (Tips, Win/Lose ratio, Rolling incentive, KPI bonus, etc.)
- ◆ Tax withholding, SSF & Provident Fund and annual M3/M4 reconciliation
- ◆ Reporting provision (AL, Bonus etc.) to general ledger(GL) on monthly basis

Payroll Supervisor - Sands China Ltd. (澳門金沙中國)

2010 Sep - 2014 July

Handle mass regional-wide payroll operation:

- ◆ Ensure all payroll-related-factor are accurate by transaction input and system generated
- ◆ Second review payroll info on payroll register, include all income and deduction adjustment
- ◆ Roster data integration to payroll system, maintain Rostering system
- ◆ Pension scheme, Macau Social Security Fund (SSF)
- ◆ Monthly HK Payroll Cycle (100 hc) and MPF Reconciliation and Accrual
- ◆ Work-injury case review and computation, Labor department case handling
- ◆ Monthly accrual to General Ledger (AL, Holiday pay, OT etc.)
- ◆ Supervision on payslip printing coordination, Payroll Record retention, Payroll Hotline inquiry

Receiving Clerk - JW Marriott Hotel Shenzhen (金茂深圳JW万豪酒店)

2009 Apr - 2009 Aug (internship)

- ◆ To receive, and process deliveries and account for incoming freight base on invoices and receiving reports
- ◆ Verify and track inventory and reconcile invoices to generate receiving reports, to monitor accruacy
- ◆ Update items received at receiving dock in System (MC) and coordinate items transportation
- ◆ Ensure that credit memos are prepared in the event of discrepancies are submitted to AP with invoice
- ◆ Assist in preparation of list of invoices not received at the end of accounting period

Education

Jinan University (暨南大學)

2006 - 2010

Bachelor of Management

Escola Dos Moradores de Macau (澳門坊眾學校)

2000 - 2006

Form 6 Graduate

Certification

Tableau Desktop Specialist

2021 Oct

Tableau Desktop Certification

Microsoft Office Specialist

2021 Apr

Microsoft Excel Expert

The TOEIC® program

2019 Aug

Score : 790

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