Kingmany Keomanichanh

**Date of Birth:** 30 May, 1988

**Gender:** Female

**Nationality:** Laos

**Civil Status:** Single

**Mobile number:** (+856 20) 2982 4223

**E-Mail address:** kkeomanichanh@yahoo.com

**Professional Summary**

I am a self-motivated, welling to learn new task and like to work with new challenge. I have almost 13 years of experience working with different tasks. 8 years with Lao CSO across several different preferment, such as Administrator, Accountant, Logistical, Procurement, Trainer on Livelihood Development Fund (LDF), working closely with project manager on project implementation and project monitoring, and more than 4 years experiences with senior organization Development and HR systems advisor at Phu Bia Mining Company on succession planning process, leading the PanAust way program, working on Individual Performance Review Form and Remuneration process. And work on document control of HR and training department and maintain Contract template and process description for HR department.

**Technical Skills**

* Ability to work alone or on a team,
* Foreign language: English, Thai and Chinese,
* Computer skills: word, excel, outlook, power point,
* Software: SAP system, SuccessFactor system and ishare
* Additional skill: Pivot, Visio, typing, internet

**Responsibilities: 01 Jan, 2021 – Current Phu Bia Mining COMPANY (PBM)**

**HR System Advisor**

* First point of contact for all SuccessFactors system administration queries from leaders and employees
* Educate employees, leaders and HR team members on how best to use all modules within the HR systems
* Manage and maintain system related documentation including process descriptions and user guides
* Partner with IT and External Support Providers to provide SuccessFactors technical system support and troubleshooting for leaders, employees and HR team members
* Manage the security model for role based permissions and groups
* Develop, test, communicate and implement system changes/updates by understanding business requirements, system prerequisites and outcomes
* Maintain, cleanse and update centrally stored data and documentation
* Provide system administration, data management and project management support to annual HR activities – including, but not limited to, succession planning, annual performance reviews, bonus payments and salary reviews
* Data analysis and reporting
* Suggest improvements to existing system and data processes based upon system knowledge, and knowledge of the business
* Provide HR support in the co-ordination of the PBM Graduate program by monitoring and reporting on role rotations, administering group development and training, liaising with Technical Leads and providing a point of contact for graduates
* Support the HR Superintendent in the administration of the quarterly STIP program
* Support the Annual Employee Awards Program and Processes
* Provide backup to the Recruitment and Workforce Planning Supervisor when necessary
* Participate in ad hoc HR projects and support the PBM recruitment teams as required
* All other duties assigned by the Employee’s supervisor appointed by the Company.

**Responsibilities: 19 Dec, 2016 – 31 Dec, 2020 Phu Bai Mining COMPANY (PBM)**

**Senior Organization Development in HR & Training Department**

* Monitoring and follow up systems, process and programs are in place to support the identifications and development of employees with potential for the future promotions across PanAust group;
* Assist to translate in related document;
* Assist to translate in related with Leadership Development Program, Mentoring and etc.,
* Assist the Organization Development Superintendent and Group HR manager to coordinate and refine the group-wide Mentoring Program. Leadership Development Program and etc.,
* Assist to conduct Leading PanAust Way-Leadership Development program;
* Follow up each individual development plans / Career Assessment Form are in place for all employees, in particular Lao Employee designated take on expatriate roles as part of the localization;
* Maintain and update succession planning data in Success Factors system;
* Assist or participate in Training activities as required including training projects, meeting, workshops or team activities;
* Create process description for Human Resources and training management department;
* Document control for Human Resources and training management department;
* Setting up Individual Performance Review form for employees in the system;
* Follow up and maintain system of Individual Performance Review Form;
* Manage the corporate, expatriate, senior Lao and PNG Manager Level and below annual salary and STI review processes and provide support to the HR team in Laos in relation to the Lao salary review process;
* Provide support to the Group Remuneration and Insurance Manager to complete the salary and STI review process for the executive management team;
* Manage the annual performance review cycle for corporate, expatriate, senior Lao and PNG employees, including:
* ensuring employees have Achievement Plan goals, Leading the PanAust Way leadership capabilities and Development Actions established at the beginning of the performance period
* ensuring that employees have an informal mid-year reviews and a formal end of year review with their manager
* collating, analysing and carrying out moderation with senior management of performance ratings, and
* linking performance to remuneration and STI review outcomes
* Develop, review and maintain relevant Guidelines, Procedures, Standards and Forms;
* Act as a Super User Administrator for the Company’s HRIS, SuccessFactors ;
* Act as the owner of the Performance Management, Compensation, Variable Pay, Reporting, Role Based Permissions (RBPs), Proxy Management and Admin Centre modules of SuccessFactors;
* Act as a subject matter expert, providing support, training and advice to users and other HR administrators; including maintain user Quick Reference Guides (QRG);
* Prepare for and carry out performance management and salary and STI review processes within SuccessFactors; and provide assistance to the Lao HR team to carry out the Lao review process;
* Manage the Role Based Permissions (RBPs) and proxy management access within SuccecssFactors, to ensure the security of the system and employee data via accurate user per missioning of all modules;

**Responsibilities: 2013 – 18, Dec, 2016 Community Development and Environment Association (CDEA)**

 **Administration and Accounting**

* Responsibility for financial management on set up budget plan, preparing withdraw plan and summary the expenditure;
* Prepares payments by verifying documentation, and requesting disbursement;
* Assist in general accounting work, booking and controlling of all incoming invoices for Payment certificate preparation and process approval;
* Record and follow up cash statement;
* Prepare document and dealing with Bank for opening Bank account;
* Control the incoming invoices, booking and follow up process;
* Checking monthly time sheet from all staffs and send it to financial manager;
* Check the vehicle logbooks;
* Provide training on livelihood development fund including prepare training managerial for target village,;
* Arrange and facilitate the training and meeting;
* Making agenda and preparing invitation card for meeting;
* Communicate with other concern organization, target village and Government sector;
* Booking travel and accommodation;
* Check and record inventory and working on procurement process;
* Dealing with suppliers and prepare contract
* Prepare annually fixed assets report;
* Assist on solving any administrative problems;
* Prepare and modify document;
* Recording incoming and outgoing document;
* Help program manager on data analyses and project monitoring;
* Help program manager to report project progress in quarterly
* Other tasks assigned by advisor.

**Responsibilities: 2011 - 2012 Community Development and Environment Association (CDEA)**

 **Administration**

* Assist in general accounting work, booking and controlling of all incoming invoices for Payment certificate preparation and process approval;
* Record and follow up cash statement;
* Prepare document and dealing with Bank for opening Bank account;
* Control the incoming invoices, booking and follow up process;
* Checking monthly time sheet from all staffs and send it to financial manager;
* Check the vehicle logbooks;
* Arrange and facilitate the training and meeting;
* Making agenda and preparing invitation card for meeting;
* Communicate with other concern organization, target village and Government sector;
* Booking travel and accommodation;
* Check and record inventory and working on procurement process;
* Dealing with suppliers and prepare contract
* Prepare annually fixed assets report;
* Assist on solving any administrative problems;
* Prepare and modify document;
* Recording incoming and outgoing document;
* Help program manager on data analyses and project monitoring;
* Help program manager to report project progress in quarterly
* Other tasks assigned by advisor.

**Responsibilities: September, 2008 – 2010 Community Development and Environment Association (CDEA)**

 **Volunteer**

* Assist on photocopy of document;
* Assist in bank transaction making deposits and withdrawals;
* Prepare on organize meeting/ Training;
* Communicate with other concern organization and target village;
* Assisting on solving any administrative problems;
* Booking travel and accommodation for CDEA staff;
* Recording incoming and outgoing document;
* Other tasks assigned by advisor.

**Further training**

**2020:** 04 Jan – 16 Feb 2020, assist HR on remuneration at Brisbane, Australia

**2019:** 06-19 Oct 2019, Training on Remuneration in Success Factor system at Brisbane, Australia

**2019:** 1-15 Sep, 2019, Training on Succession Planning in Success Factor system at Brisbane, Australia

**2017:**  03-07 April 2017, Training of Trainer by Enterprise & Development Consultants Co., Ltd. supported by Phu Bia Mining on Xaysomboun province, Lao PDR

**2016:** 14-16 Sep 2016, Workshop on Financial Reporting and Auditing by Bftw, at Hanoi (Vietnam)

**2016:** 13-14 July, Child labour harvesting outcome report by terre des homes stop child exploitation at National University of Laos

**2015:** 21 October, Training on Proposal writing by NCA, Laos

**2013:** 27 November, Training on Communication by K.I.A.SIA, Laos

**2013:** 18-19 November, Training on HIV/Aids by Bfdw, Laos

**2013:** 14 October, Training on Co-operation / Relationship by K.I.A.SIA, Laos

**2013:** 27 August, Training on community Leader by K.I.A.SIA, Laos

**2013:** 26 August, Training on Problem Analysis by K.I.A.SIA, Laos

 **2013:** 16-18 January, Training on IT, by Learning House for Development, Laos

 **2012:** 1 June-15 December, Training on Social Leadership for Development by SEASOLIN, Philippine

 **2011:** 22-23 September, Training on Leadership for Change, by KIASIA, Laos

 **2011:** 15-16 September, Training on Basic Writing Report, by KIASIA, Laos

 **2011:** 19-24 July, Training on Consumer movement and the Rights Consumers, by Consumers’ Association of Penang-CAP, Malaysia

**2011:** 5-8 July, Training on Management on community development, by Rural Research & Development Training Center, Laos

 **2011:** 22-24 June, Training on Audit preparation, by Bread for the World, Laos

**2011:** 16-18 March, Training on Accounting Program (Quick Book), by Learning House Development (LHD), Laos

**2010:** August-October, Certificate of “Project Accounting Course”, Intouch Training Center, Laos

**2009:** 09-11 November, Training on Gender by Concern Worldwide, Laos

**Education / Professional studies:**

**Institution:** Faculty of Education (English Teacher) National University of Laos

**Date:** 2008 – 2014

**Degree:** Bachelor Degree

**Institution:** S

**Date:** 2007 - 2010

**Degree:** Higher Diploma

**Institution:** Vientiane high School

**Date:** 2001-2007

**Degree:** High School Diploma

**Institution:** Chinese Secondary School

**Date:** 1996-2001

**Degree:** Secondary school diploma