

Contact

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Top Skills

Team Management
Customer Service
HR Policies

Muhammad Hakimi

HR Executive at PETRONAS ICT Sdn Bhd - Searching new opportunities in HR field
Kuala Lumpur

Summary

Currently aggressive handle HR operations matters and also conquer on others HR policies, guidelines and procedures that related with compensation and benefits and Employee related.

1. Staff Probation Confirmation
2. Mobility (internal & secondment staff)
3. Handle ad hoc project:
(a) PUSA project (Promotion, Upgrading & Salary Adjustment)
4. Handle referral letters requests.
5. OM data maintenance
6. Exit Management

Experience

PETRONAS ICT Sdn Bhd
HR Executive
December 2014 - Present (7 years 1 month)
Kuala Lumpur, Malaysia

Takaful IKHLAS Berhad
Skim Latihan 1 Malaysia Trainee
August 2014 - December 2014 (5 months)

Education

Universiti Teknologi MARA
Bachelor of Business Administration (B.B.A.), Marketing · (2010 - 2012)

Perlis Matriculation College
Pre-U Level, Accounting and Business/Management · (2008 - 2009)