

EXECUTIVE SUMMARY

Resourceful and *tech-savvy* Technical Recruiter with strong expertise in full-cycle recruitment across both **IT and non-technical roles**. Highly **driven and people-oriented**, with a proven track record of **building trust-based candidate relationships** and delivering a **seamless, high-quality recruitment experience** from sourcing to onboarding. Skilled in **leveraging AI tools** to streamline processes, craft personalized outreach, support candidate interview preparation, and stay ahead of hiring trends in the tech industry.

Known for **creativity in employer branding**, including designing engaging job posters and managing strategic job postings across multiple platforms. Proactive in aligning recruitment strategies with business objectives through close collaboration with stakeholders, HR teams, and account managers. Consistently meet performance KPIs and is frequently recognized by candidates and clients for professionalism, clarity, and commitment. Passionate about *connecting top talent with great opportunities* and *helping companies grow through quality hires and creating a positive impression of employer brands* in the talent market.

PROFESSIONAL EXPERIENCE

Horizontal Talent

May 2024 – Current

Technical Recruiter | Bangsar South

- Manage end-to-end recruitment processes, from sourcing to onboarding, for clients from various industries (**Banking, IT Services/Products, Telecommunication, etc**)
- Source talent using **LinkedIn Recruiter, Jobstreet, FoundIt, and Bullhorn** ATS.
- **Utilized AI tools** like ChatGPT to **create compelling job ads, improve outreach communication, and prepare candidates with custom interview consultation** and potential technical questions.
- Create job listings and design visual job posters using **Canva** to **boost company branding**.
- Conduct phone screenings and **Microsoft Teams** interviews to evaluate candidate fit.
- Join client meetings (**Clarity Calls**) to understand job requirements, client's expectations, client culture, and business needs.
- **Collaborate with stakeholders and account managers** to align candidate selection with client expectations.
- Support walk-in candidates during interviews and onboarding sessions at client sites.
- Possess a strong understanding of various hiring concepts, including full-time hiring, contract staffing, and daily rates hiring.
- **Build and maintain a recruitment tracker** using Excel to monitor candidate status and client job orders.
- Specialize in hiring for roles such as Full Stack Developer, DevOps Engineer, Senior Data Scientist, QA Engineer, UI/UX Developer, Data Engineer and Mobile Developer.
- Tools used: **LinkedIn Recruiter, Jobstreet, FoundIt, Bullhorn, Canva, ChatGPT, Gemini, Microsoft Teams, Microsoft Office.**
- **Achievement:** *Awarded Q2 High-Flyer 2025* for exceeding quarterly KPIs & *Account Breaker Award* for fast first placement in new client account.

AMK Technology

Dec 2022 – May 2024

Talent Acquisition Specialist | Cyberjaya

- **Recruited high-end technical professionals** for IT industry roles across various domains such **Banking, IT Services/Products, Insurances, Utilities/Energy, Engineering, Oil & Gas**, etc.
- Screened candidates on working experience, skills, professional courses, and project capabilities. Access candidate's career goal and personality.
- Used **AI tools** to streamline **resume screening, optimize LinkedIn messages, draft email templates**, and continuously **upskill in technical hiring trends**.
- Negotiated employment terms including salary expectations, notice periods, and joining dates.
- Managed **full-cycle recruitment** including job postings, screening, interviews, selection, and offer negotiation.
- **Coordinated interview schedules and followed up** on submitted candidates with clients.
- Focused on **sourcing IT and non-technical** roles through various recruitment channels and external vendors.
- Conducted **advanced searches** using **Boolean logic** on platforms like **FoundIt** for better talent targeting.
- Successfully sourced recruitment roles for clients across **Southeast Asia**, including **Indonesia, Thailand, and the Philippines**, demonstrating strong cross-border candidate sourcing and client relationship management skills.
- **Collaborated with HRBPs and hiring managers** to identify short- and long-term hiring needs.
- Tools used: **ZOHO Recruit, LinkedIn Recruiter, FoundIt, ChatGPT, Microsoft Outlook, Google Meet, Microsoft Office**.

Department of Statistics Malaysia (DOSM)

June 2021 – Nov 2022

HR Executive (MySTEP Gred E41) | Putrajaya

- Managed the MySTEP Monthly Attendance Report, employee leave, and time-off tracking.
- Oversaw MySTEP salary documentation and ensure accurate, timely salary processing.
- Maintained employee records and updated personal details in the MySTEP Portal.
- **Facilitated the virtual interview process**, prepared interview schedules, and **coordinated briefing sessions for onboarding new MySTEP personnel**.
- Prepared new hire documents including Offer Letters, Appointment Letters, and Contracts.
- Provided support in **reviewing candidate documents and screening applicants** based on criteria set by the hiring managers.
- Participated in the development of training materials such as the Spot-ME User Guide and Salary Processing Manual.
- Managed updates of ICT equipment records in MyASSETS and tracked inventory.
- Documented minutes of Procurement and Finance meetings, and reviewed low-value asset purchase requests.
- Tools used: **Microsoft Office, Microsoft Outlook, Spot-ME Application, Sistem Pemantauan Inventori DOSM, Sistem e-Perolehan**.

Tujuh Impian Entertainment Sdn. Bhd.

July 2020 – Nov 2020

Junior Business Developer (Internship)

- Identified and researched potential clients through market research and online platforms to support business expansion.
 - Assisted in organizing and prioritizing business leads to ensure timely follow-up and effective pipeline management.
 - Participated in client meetings and brainstorming sessions, contributing ideas to improve outreach strategies and service offerings.
 - Supported the preparation, updating, and maintenance of company documentation and business proposals.
 - Monitored market trends and competitor activities to provide insights for strategic planning and client targeting.
 - Tracked progress of proposals and assisted with compiling materials for monthly business review meetings.
-

EDUCATION

Bachelor (Hons.) of E-Business & Technology Management

2017 - 2020

Liverpool John Moores University (collab with YPC International College)

TECHNICAL SKILLS

- **Recruitment & Talent Acquisition:**
 - Full-Cycle Recruitment (Sourcing to Onboarding)
 - Technical & Non-Technical Hiring
 - Salary Negotiation & Offer Management
 - Boolean Search & Media Platform Sourcing
 - Recruitment Tracker Development (Excel)
- **AI Recruiting**
 - Prompt Writing for AI Tools (ChatGPT, Gemini)
 - AI-Powered Email & Outreach Template Creation
 - Interview Preparation Using AI for Candidate Support
 - Research & Market Trend Analysis with AI Tools
 - Content & Job Ad Generation with AI Assistance
- **Candidate & Client Engagement:**
 - Candidate Relationship Management
 - Client Coordination & Clarity Calls
 - Interview Scheduling & Follow-Ups

- Exceptional Candidate Experience
- LinkedIn Messaging & Cold Outreach
- Post-interview feedback (Candidate & Client)
- Post-offer Engagement & Pre-onboarding Support
- **Branding & Communication:**
 - Job Post Design (Canva)
 - Employer Branding through Visuals & Content (Event, Career Fair, Celebrations, etc)
 - Writing Job Descriptions & Job Ads
 - Social Media Recruitment Strategy
 - Internal Collaboration with TA teams, Account Managers & HRBPs
- **Tools & Technologies:**
 - LinkedIn, LinkedIn Recruiter, Jobstreet (SEEK), FoundIt
 - ATS: Bullhorn, ZOHO Recruit
 - AI Tools: ChatGPT, Gemini
 - Design: Canva, Adobe Photoshop
 - Google Workspace, Google Meet
 - Microsoft Teams, Outlook, Excel, Word, PowerPoint
 - HRIS, Spot-ME, e-Perolehan, MyASSETS

CERTIFICATES & COURSES

➤ *Generative AI in HR*

LinkedIn Learning (SHRM & HR Certification Institute Approved), 2025

➤ *Talent Management*

LinkedIn Learning (SHRM & HR Certification Institute Approved), 2025

➤ *Strategies for External Recruiters*

LinkedIn Learning (SHRM & HR Certification Institute Approved), 2025

➤ *PowerPoint: Designing Better Slides*

LinkedIn Learning, 2025

AWARDS & RECOGNITIONS

- **Q2 High-Flyer (2025)** - Horizontal Talent
- **Account Breaker (Q2 2025)** - Horizontal Talent
- Positive Candidate Testimonials & Recommendations

Received

Given



Nuraizatul Azrina · 1st

Manual System Tester

February 27, 2025, Nuraizatul was Nur Hidayah's client

I had the pleasure of working with Hidayah during my job search. Hidayah went above and beyond to guide me through the hiring process, providing valuable insights, interview preparation tips, and continuous support. Thanks to her efforts, I was able to secure a role that aligns perfectly with my skills and career goals.

If you're looking for a recruiter who genuinely cares about candidates and is committed to finding the best fit, Hidayah is the person to connect with. I highly recommend her to anyone seeking career opportunities !



Nur Fazirah · 1st

IT Executive | Application Developer | Software System Support

September 30, 2024, Nur was Nur Hidayah's client

Hidayah is a good recruiter. She guided me throughout the hiring process and assisted me to completing all the necessary document. Additionally, she was present on the day of the iv session to ensure everything ran smoothly. Her efforts were A+ and I look forward to the opportunity to work with her again in the future.



Ts. Asadullah Qamar Bhatti · 1st

Data Science and Engineering Team Lead

May 21, 2025, Ts. Asadullah Qamar was Nur Hidayah's client

I would like to give my heart out recommending Nur Hidayah Merican as anyone's first choice recruitment specialist.

1. Firstly, she ensures market rate and talent's skills were mapped correctly regardless of the 20% capped increase that is standard in Malaysian recruitment industry. To practice this, recruiters take the shortcut of asking current and expected pay when this should not be allowed to be practiced as freely as it is. Hidayah instead weighs your skills and merits and is happy to pitch you to the employer according to the reasonable pay range for the role. She spends the effort working this important detail out, absent in most recruiters out there.

2. She doesn't ghost you, in fact quite the opposite, she keeps you informed and always follows up with the employer on your behalf. In an industry plagued with ghosting, truly stand out and will restore your faith in the recruitment industry here. Leveraging her agency's close relationship with the employer, she presses for answers and feedback on talents so that decisiveness is prioritised and the talents never feel abandoned or hopeless. This in turn gets the talent to be more invested in the role, which is a win for everyone including the talent, recruiter, and the employer.

3. She adds value as a recruiter by spending her work hours tailoring your resume for you. As busy employed individuals, it is very hard to find time to tailor our resume to every application that is out there. She does more than being a middle-man and red-tape between you and the employer, she truly fits as the matchmaker that checks what the employer is asking for and looks for answers on your resume that can map to that. Conversely, if there is a better suited employer, she will match accordingly as well. She is very pro-talent which is much needed in this brain-drain climate in Malaysia where top talents are losing faith and leaving the country. You can count on Hidayah to do you justice and put your career and goals as a priority. She is a model recruitment specialist.

Please reach out to her for your recruitment needs whether you are looking for your next job, or just exploring the market, I'm sure she can be of help.

JOB POSTER & BRANDING VISUALS



Check out more Job Poster and Branding Visual at: [LinkedIn: Job Ads & Branding Visual](#)