

# CHOONG DICKSON



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## EDUCATION

**The Odin Project** 2023 – Present

*Open Source Modern Web Development Curriculum*

Portfolio: <https://personal-portfolio-dcksn-c.vercel.app/>

**Intro to Programming** 2022

*Udacity Nanodegree Program*

**Bachelor of Business (Honours) in Marketing** 2014 – 2016

*Tunku Abdul Rahman University College (TARUC), Kuala Lumpur*

CGPA: 3.36/4.00

**Bachelor of Science (Honours) in Marketing Management** 2015

*Sheffield Hallam University (SHU), Sheffield, United Kingdom*

2<sup>nd</sup> Class Honours (1<sup>st</sup> Division)

**Malaysia University English Test (MUET)** 2015

Score: Band 5

**Diploma in Business Studies (E – Commerce & Marketing)** 2012 – 2014

*Tunku Abdul Rahman University College, Kuala Lumpur*

CGPA: 3.67/4.00

## ACHIEVEMENTS

**TARUC Marketing Quiz 2013** 2013

- Place: 2nd runner up

## SKILLS & ABILITIES

### Programming Languages & Tools

- Have experience & knowledge in HTML, CSS, Javascript, React, Next, Babel, Bash, Bootstrap, Framer Motion, Git, GitHub, Jest, Linux, NPM, Python, Tailwind & Webpack.

### Languages

- Good grasp of languages such as Mandarin, English, and Bahasa Malaysia.

### Computer Skills

- Proficient in using Microsoft Power Point, Microsoft Excel, and Microsoft Word.
- Have knowledge in Photoshop, Adobe Flash CS3, and web page coding.
- Have knowledge in using SAP system & BOSS.NET HRIS & Prosoft HRMS.

## EXPERIENCE

### BPO Payroll Consultant/HR & Payroll Admin Executive

2019 Oct to 2022 Nov

*Unit4 Malaysia Sdn Bhd/TMF Regional Delivery Centre Sdn Bhd*

- Responsible to provide accurate payroll output at all time, compliant and ensure timely delivery of the reports to clients as per agreed SLA for payroll.
- Perform regular and supplementary payroll processing runs for customers as well as payroll payment process via funding and bank file generation, uploading and crediting.
- Perform the start-up and management of the personnel/payroll/leave/claim/attendance administration system for customers and handle computation and maintenance of other compensation related information.
- Perform payroll reconciliation, payment and reporting of monthly statutory remittances in accordance to the country specific local statutory and company policies.
- Perform reconciliation, payment and reporting of Year-end Tax activities and remittances.
- Perform system testing & set-up when there are new requirements from customers.
- Handle new customers' payroll transitioning process.
- Perform reporting of Year-end closing activities for leave and claim modules.
- Manage and attend to all payroll matters and queries from clients via e-mails, calls and meetings, on a timely manner.
- Update payroll SOP as and when on a timely basis and contribute to the improvement of both the SOP and System.
- Participates in implementation projects for clients in term of business requirement studies, systems configuration, user acceptance test, parallel run and system improvements for personnel, payroll, leave, claim and attendance modules.
- Provide support to client as first level of support in personnel, payroll, leave, claim and attendance modules and cooperate with customer service, implementation consultant and RnD in re-solving incidents and issues.
- Preparing monthly billing input for finance reporting invoices to client.
- Act as a back-up to payroll buddy.
- Responsible to provide accurate payroll output at all time, compliant and ensure timely delivery of the reports to clients as per agreed SLA for Malaysia and Singapore payroll.
- Perform regular and supplementary payroll processing runs for customers as well as payroll payment process via funding and bank file generation, uploading and crediting.
- Perform the start-up and management of the personnel/payroll/leave/claim/attendance administration system for customers and handle computation and maintenance of other compensation related information.
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### **HR & Admin Executive**

2018 Sep to 2019 Sep

#### ***Moltec Precision Sdn Bhd***

- In charge of employees' monthly payroll, government statutory submissions such as KWSP, income tax, SOCSO, EIS & HRDF.
- Participates in yearly employees' evaluation, bonus & increment preparations.
- Prepares ad hoc & yearly reports.
- Prepares audit documents (JTK, PERKESO, HRDF, LHDN, customers' audit, & etc).
- Prepares HR related letters.
- Involves in recruitment processes such as job advertising, interviews scheduling, briefing of candidates & etc.
- In charge of new joiners' onboard orientation.
- In charge of company's hostel management.
- Responsible for company's 5S inspection and safety such as fire extinguisher, first aid kit & etc.
- Monitors employees' tidiness.
- Counselling of employees on disciplinary matters.
- Arrange & follow up on foreign workers & expatriates related matters such as recruitment, renew foreign workers & expatriates' employment pass & insurance (FOMEMA, MYEG, ESD, & etc), income tax and so on.
- Applies for employee's training and HRDF claims.
- Liaise with government departments to ensure compliance of legal governmental requirements.
- Keep track of employees' entitlement such as air tickets & etc.
- Deals with company agents for application matters.
- Purchase of office supplies.
- Responsible for employees' accident and injuries matters, and insurance claiming.
- Formulates & implements HR / admin policies for the company.

### **HR Services Analyst**

2016 Nov to 2018 Sep

#### ***Averis Sdn Bhd***

- Processed claims from China's business groups (BG) (Hong Kong, Macau, Jiujiang, Jiangxi, Nanjing, Beijing, Suzhou & Xiamen) with different companies policies.
- Participated in SAP system's testing whenever there are new implementations/enhancements or error fixing.
- Identified issues in the SAP system & raised Change Requests to fix the issues.

- Identified non value-added step in a reporting task & removed the step after discussion with China's BG & Team Lead.
- Responded to BG employees' emails & communicate & provided assistance to BGHR (HR from clients' side).
- Responsible for BGs claims posting to Finance on a weekly basis.
- Was given opportunity to transfer to other team/function (Time & Attendance).
- Responsible for the time data of Indonesia BG (Kerinci & Jakarta) employees such as shifts, planned working schedules, leaves, overtime, & etc.
- Prepared ad hoc reports for The Management & monthly reports to Payroll & BGHR
- Raised Change Request to enhance the system & participated in testing the outcome before the implementation went live.
- Supported other team when manpower was lacking.
- A secretary in FISH Club (a club that holds small events every month to brighten the vibe/environment of the HR Tower).

### **Practical Trainee**

2016

*Eu Yan Sang (1959) Sdn. Bhd.*

- Participated in all tasks and areas that are essential to keep a retail running, from menial task such as keeping the retail environment clean to merchandising, promotion execution, management, customer service, and systems and software.
- Taken part in the planning of "Bucket of Gold" CSR program.
- Has given opportunity to supervise a newer staff.
- Handled customers' calls regarding enquiries and complaints in a professional and personable manner.

### **Web Content Strategist**

2012 to 2014

*REVECEN Beauty Sdn. Bhd.*

- Designed printed materials such as flyers, catalogs, vouchers, and so on.
- Responsible for creating content in social media, interacting with users, answering enquiries, and providing information.

### **REFERENCES**

References available upon request.