CV

HR PROFESSIONAL

HRD OBJECTIVES

A strategic partner with the Organization, develop and deliver innovative human resource programs, service designed to support Organization's Mission. Core services and competencies involves Strategic Management, Recruitment, Staffing, Employee Relations, Organizational, Employee Development and Talent Management, Risk Management, Compensation/Benefits, Payroll Analysis, HR Information Management, Regulatory Compliance.

PERSONAL PROFILE

Name :

Address: Taman Bukit Kempas

81200 Johor Bharu Johor D Takzim

Nationality: Malaysian

H/P No: E-mail

EXPERIENCE AND KEY COMPETENCIES

- Employee Relations Management
- Excellent working relationship with various government department at state and federal level
- Ability to adapt well and work in various working environment regardless of ethnicity
- Industrial Relations Management
- Talent Management
- Manpower Planning
- EICC and CSR Auditor
- Associates Welfare Management
- Strategic Management HR Projects & Systems Settings
- Special Projects and HR Audits
- People Training & Development

ACADEMIC QUALIFICATIONS

Associate & Committee Member - Malaysian Institute Human Resource Mgmt. (MIHRM) Australian Institute International Business Administration (AUS) – MBA (ENDING 2014)

Australian Institute International Business Administration (AUS) – Associate Member

Malaysian Institute Human Resource Mgmt. (MIHRM) - Diploma Malaysian Institute Human Resource Mgmt. (MIHRM) – Certificate

T Skills : Windows Vista, Windows 7, MS Office 2000, Windows XP, Office XP,

Spoken language : English, Malay, others

Written language : English, Malay,

PROFESSIONAL EXPERIENCE

<xxx> & Associates (Malaysia)

(contract and project basis)

Total No. Of Employees: 27

HR Development, Consultant and Advisory (Malaysia)

(Reporting to Managing Director)

Management Skills

- Review agreements, policies / legislation provide expert HR consulting advice all major as pect of HRD
- Advocate of HR services to these client groups.
- Coordinate the remuneration policy for all areas of the organisation.
- Provide support and assistance to all employees through counselling and coaching metrology.
- Develop and manage the Health & Safety systems and policies as Wellbeing programme
- Co-ordinate the Performance Management system and annual remuneration review process.
- Management Reporting when required, produce reports and trend analysis for the organisation.
- Integrate Vision, Purpose and Values into all aspects of recruitment, training, policies and performance feedback.
- Undertake and participate in key human resources and training projects developing recommendations

<Senai> Sdn Bhd

(Jan 2013 - Aug 2013)

Total No. Of Employees: 1200

Human Resources and Admin Manager (CORPORATE)

(Reporting to General Manager)

Management Skills

- Strategic HR direction, partnering with business head and ensuring HR delivery.
- Can quickly establish credibility and respect and build strong working relationships.
- Planning targets, monitoring proper implementation of plan and achievement of overall targets.
- Preparing Job Descriptions & identifying competencies required for Talent Retention.
- ♦ Key Resources identification development. Implement Quality Circles, Suggestion Scheme.
- Employee Relations All Workers. Counselling / grievance handling for healthy work environment.
- ◆ Interacting with employees on a regular basis to motivate and boost their morale.
- Handling grievances and resolving interpersonal conflicts through coaching and counselling sessions.
- Organizing employee welfare activities, sports & cultural programmes to boost the morale.
- Ensuring that labours deployed basic amenities congenial work environment.
- Conciliation on behalf of the company for various approvals, clearances, negotiations and settlements.
- Coordinating with various departments / branch Head for long term and short term manpower.
- Ensuring compliances of all statuary requirements HR (Labour Legislations) Contractors establishment.
- Overseeing legal compliance with respect to Contract Labour management Industrial Relation.
- Ensuring IR policies which are in long-term EICC and CSR requirements.

Key Accomplishments

Resolving minimum wage issues. E.g. Salary Rationalization and Restructuring.

- Complete review of POP and SOP with HR Department reorganizing.
- Resolving major Industrial Relations cases.

KAJ Group

(Aug 2006 to December 2012)

Total No. Of Employees: 420

Human Resources and Admin Manager (HRM) - Group

(Reporting to Chief Operating Officer – COO/CEO)

Management Skills

- ♦ Talent Management Program.
- ♦ Corporate Planning, Pre-Opening Planning, Cost Restructuring Manpower, Restaurants, Productivity Management for Hotels, Resorts, Theme Parks and Factories.
- Overall Strategic Manpower Planning for the Group.
- Overseas Recruitment for the Group and Corporate Social Responsibility.
- Approval for relevant license and permits.
- State level liaison team member. Collective Agreement review and advisory.
- HR, Planning, Training Development, Restructuring, Incorporating (New and Existing Firms) Advisory for Group Profile companies Southern Region (/ Non- Manufacturing (Hospitality)/ Manufacturing sectors)
- Providing Industrial Relations. and Union resolutions to disputes and non-compliance.
- Reviewing LSOP/SOP, streamlining, reorganizing organizational structure for companies.
- ◆ Providing support Training &Development i.e. Safety, Environmental, Orientation, Supervisory, communications etc.

Key Accomplishments

- > To meet deadlines for Opening of the Melaka Wonderland Water Theme Park, Hote/Restaurants.
- Introduce KPI. Improve Cost Management Measures.
- Complete review of the Rewards and Recognition system.
- Improve disciplinary Policies in line with existing practices.
- Improved Employee and Employer relations.
- > Restructuring and revamping various companies HR Policies for standardization under Group

Riviera Bay Resort

(Jan 2004 till Jun 2006)

Total No. Of Employees: 420 (Unionized)

Management Skills

- Recruitment, succession planning, Manpower planning, budgeting, Policies & Procedures compliance.
- KPI and KRA.
- Training Development Programs.
- Industrial Relations activities and resolutions with Work Site Union.
- ♦ Promoting good working relationship.
- Resolving Non-Compliance Issue with Work Site And Umbrella Union.
- Monthly Reporting EXCO Meetings, HR Meeting Southern Zone.
- Managing the Sports & Recreation Club and their activities.
- Employees understand the overall need for teamwork.
- Managing Industrial Relations Issues. Review C A with Union. Grooming Standards.
- Review and revision Group Com. & Ben. Coaching and Counselling.

- ♦ Update latest HR develop/practices.
- Tracking of permits and relevant approvals from the local state government.
- ♦ Licenses, work-permits renewed.
- Advisory to Management for improvements/reduce cost.
- Safety health awareness for Group/Hotel. & D support. Training Evaluation (internal/external).

Key Accomplishments

- Reorganize Training various departments i.e. Front Office, HSK, Eng/Main, service/reduce cost, wastage management.
- > Secure Sports Championship Awards for the Group at state level.
- Improve Cost Management and Productivity.
- MHA Award Best Resort, Melaka, Sports programs and awards.
- > Improve industrial relationship, Union (In-House).
- Improve Team and productivity by having quarterly rap sessions Union/ Management.
- Anti-Smoking, Breast Cancer, Road Safety Campaign.
- CBT/Reduce Crime Programs.
- Hazards and Safety program the Bomba/ Safety Depart. MC/ medical cost reduction.
- MICCI Member and membership Officer.
- Rotary Club Committee Member MIHRM Committee
- Complete retrenchment exercise and full settlement of retrenchment benefits.
 Resolve industrial relations disputes, non-compliance C A. Settlement C A. (Non-Compliance etc)

Pan Century Oleo-Chemicals Sdn Bhd (Johor)

(Dec 1998 till Jan 2004)

Total No. Of Employees: 1200 (Unionzed)

Assistant Human Resources Manager (AHRM)

(Reporting to Group HR Manager)

Management Skills

- Recruitment, manpower planning, replacement, budgeting, payroll.
- World Class Manufacturing Program.
- ♦ Manage Industrial Relations with In-House Union and resolve major issues.
- Administrative duties, I. R. Management. Union. Safety Comm. OHSAS.
- ♦ Review of P & P and SOP. T & D. P A.
- Managing discipline.
- Talent Management.
- ♦ Employee Relations Programs and Staff Welfare.
- ♦ Ensuring ISO and OHSAS 18001 compliance.

Key Accomplishments

- Receive OHSAS 18000 Certification.
- All Training Development Programs executed for the Calendar Year and ensuring compliance.
- Improved discipline, safety record safety camp.
- Introducing Employee of the Quarter Award Review, salary survey, and Increase productivity.
- Set major KPI for employee, for HRD.

- Maintain excellent industrial relationship all levels.
- Resolve Industrial Relations issues.
- Inter-Department Games at local/Regional. CSR Programs Blood D.D. HSK factory. Road Safety, Charity Fund raising State Level.
- Human Resources CSR Annual Audits.

Octowers Resort & Country Club Sdn Bhd (Johor) - Pre Opening Team

(Jan 1993 till Dec 1998))

Total No. Of Employees: 260

Management Skills

- ♦ HR functions including, pay-roll, recruitment, manpower planning, budgeting.
- Processing staffing requisition, transfers and others.
- Training Program introduction and executions
- ♦ Arranging medical check-up for new employees, etc.
- Processing and monitoring all medical claims.
- Managing the Training Programs for employees.
- ♦ Industrial Relations Management.
- Monthly reporting to Management on the activities undertaken by department.
- ♦ All other reports as and when required by the Management.
- Processing of foreign workers.
- ♦ Ensuring discipline and provide advice on disciplinary issues.
- Checking on Hostel activities.
- Ensuring Safety, Security of the resort is monitored and action taken.
- Responsibility for transportation for the employees and guest.
- Renewal of licenses/permits for the resort and all other related taxes.

Key Accomplishments

- > Improve the Staff Welfare benefits.
- Improve discipline among foreign workers.
- Increase productivity at service levels by having cost control committees.
- Improve teamwork in-house training development programs, communications among Managers, and organizing dialogue sessions with higher management. CSR Projects for the Group and creating awareness.
- Streamline SOP from time to time to ensure consistent implementation of policies for the organization.
- Setting up of sports and recreation club and encourage participation at all levels.

PERSONAL STRENGTHS

- Dependable self starter and able to work independently with minimal supervision.
- Passion for HR Development and Progress.
- Professionalism, integrity and high moral values.
- Well developed people management skills and able to handle multi tasks.
- Determination in the completion of assigned tasks within the allocated time and able to work under pressure.

- Dynamic team player with excellent interpersonal skills.
- Creative and resourceful.
- Sense of pride and responsibility in work.
- Flexible and willing to take on further responsibilities.
- Taking pride in all assignment and task given.
- With Care and Concern for organization and when executing role and responsibilities.

Expected salary : Can be negotiated.

Availability : Two (2) weeks Notice

