



NUR HAYATI BINTI MOHD PUAT

Graduate with Extensive Interpersonal Skill

Bachelor Business Administration (BBA) major in HR
Kuala Lumpur Infrastructure University College (2011)
CGPA: 3.11

Diploma Business Studies (DBS)
Mara Professional College Beranang(2009)

CAREER OBJECTIVES

Develop innovative solutions of administration issues besides focus on increasing productivity, profitability & functionality of an organization.

Modesty, Committed with task assigned & socially responsible will be my strength

PERSONAL INFORMATION

Age : 26
Nationality : Malaysian
Marital status : Single
Address : No. 17 Jln Perwira 2 Taman Titiwangsa 86000 Kluang Johor
Contact Detail : 013 767 3030/012 277 4458
Email : tatipuat@hotmail.com
Willing to work shift : Yes
Willing to travel & relocate : Yes
Possess own transportation : Yes
Expected salary : RM 4900.00

SKILLS:

SQL Payroll System
UBS Payroll System
MR Accounting,
Microsoft Office

LANGUAGE PROFICIENCY

	SPEAK	WRITE
Bahasa Malaysia	✓	✓
English	✓	✓

WORKING EXPERIENCES

Current:-

Spectrum Integrated Technologies Sdn. Bhd.

HR and Admin Executive (RM 4300.00)

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Internal auditor for ISO:TS 16949
- Maintains organization staff by establishing a recruiting, testing, and interviewing program counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Initiate merit demerit system with production and engineering. monitoring employee performance by this system .
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results by using merit demerit approach.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Ensure company security.
- Manage all related issue of admin such as stationery, cleanliness of factory, maintain company image, updating company profile.
- Keep track of company utilities and phone usage.
- Responsible for matter related with LHDN, SOCSO, EPF, and HRDF.
- Maintain monthly KPI rate for medical and employee turnover rate
- Liaise with government office-Custom (LMW license),
- Liaise with government office-Immigration (foreign worker application)
- Liaise with government office-D.O.E. (environment issue)
- Liaise with government office-J.K.K.P. (safety)
- Liaise with government office-bomba (safety equipment in factory)
- Liaise with government office-farmasi (chemical license)-minor involvement
- Initiate SQL payroll system in the company
- Initiate Synmax fingerprint system
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.

- Develop policies and promotion of replacement.
- Contributes to team effort by accomplishing related results as needed.
- Manage scrap material related to production.
- Applying foreign worker for company.(settle all related Issue in KDN, Wisma Putra, and Immigration)

Previous:-

Karya Prima Production Sdn Bhd, Damansara
Human Resource Executive (RM 2300.00)

- Manage & Outsourcing talent suitable for the Job description given by Project Manager
- Assisting in Senior Manager to do Administration Job
- Coordinate with financial officer in salary & allowances
- Other related issues for purchasing, and finance/costing job.

Embun Karisma Sdn Bhd, Kajang
Payroll Assistant- part time (RM900.00)

- Assisting Human Resource Manager
- Calculate foreign workers attendance
- Calculate foreign worker overtime hour
- **UBS Payroll**- manages foreign worker salary.

Malaysia Airport Holding Berhad, Sepang
Human Resource Trainee, Training unit

- Placed in HR Talent Management unit
- Need to calculate and check the key index of all workers in airport services including Sabah and Sarawak
- Selecting workers that need to join training
- Ensure that the required materials are provided during training including food.

Telekom Malaysia, Bangsar
Human Resource Trainee, Retirement unit

- Placed in HR retirement unit
- Manage the retirement list for all over TM in Malaysia
- In the team of TM Award selection.

F1 Sepang Circuit
Paddock Club Information and Guest Conformity.

- Arrange Schedule for team member
- Arrangement for Pass Validity

ATTENDED COURSE AND CO-CURRICULAR ACTIVITY

- Human Resource Management Skills.
 - Internal audit training for ISO:TS 16949
 - Seminar for entrepreneur by Mara.
 - Seminar on 'How to Build Confidence' by Mara
 - Jabatan Pertahanan Awam (JPA3)
 - Marketing Club MPCB
 - Badminton club in school and college
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REFERENCES

Name : **En Ghazali Abu Sari**
Occupation : Human Resource Manager (Retirement Unit)
Address : Telekom Malaysia Berhad
Level 10 South, (HR)
Jalan Pantai Dalam
43600 Bangsar
Handphone No : 013-4399459
Relation : practical training coordinator

Name : **Mr R.Muthusamy**
Occupation : BOD Embun Karisma Sdn Bhd
Address : Lot 24, Perhentian Kajang 47000
Kajang Selangor
Handphone No: 012 7654333
Relation : part time job superior

Name : **Mr Albert Lim**
Occupation : Chief Operating Officer
Address : Spectrum Integrated Technologies Sdn.Bhd.
PLO228 Jalan Kencana Mas2
Kawasan Perindustrian Tebrau iii
81100 JB
Handphone No : 012 711 5228
Relation : Superior-direct report