

PERSONAL PARTICULARS

Candidate : Glenn Pereira
Gender : Male
Religion : Christian
Age : 35 years old
Marital Status : Married
Home Address : Cheras, Selangor
Hand phone : 012 - 2773480
Email address : glennpereira07@gmail.com

PROFESSIONAL EMPLOYMENTS

1. Period of Employment : 2013 - present
Name of Employer : Human Resource Consulting Company
Position Held : Human Resource Manager (HRBP)
Reason for Leaving : Seeking a challenging working environment

Responsibilities/Areas of Expertise:

Compensation & Benefits

- Responsible for the development and design of the company's job grades and salary scale in 6 months.
- Re-establish benefits schemes in-line with portfolios and position class for the company.
- Develop a new performance management system / operation metrics, in line with the department and company's key performance indicators.

Employee Relations

- Establish recruitment policies and executive search vendor guidelines and partnership to ensure open positions are closed within specific schedules.
- Business partner with core product heads and branch managers in establishing manpower budgets to ensure it does not impact on P&L.
- Developed and designed a comprehensive on-boarding program for the company ensuring incumbent is equipped with the required knowledge and skill to perform their functions efficiently within 45 days using RTDM (Recruit Train Deploy Manage) methodology.
- Provide guidance and advice on HR policies and procedures to all Business Divisions.
- Establish referrals programs to encourage existing employee recommend talents to the company.

Learning & Development

- Establish On The Job Training programs with modules developed together with the On-boarding programs. Working closely with line managers to ensure deliverables are met.
- Develop manuals for Management Trainee programs for the company establishing future talents for succession planning and career development needs.
- Evaluating and monitoring of success rate of training programs. Follow up with business units line managers to ensure business objectives are met.
- Quarterly review on follow up sessions with employees to understand effectiveness of training programs conducted (Survey form / face to face approach).
- Prepare, make aware and disseminate company handbook for all new starters.

- Training on Safety and Health Policy.

Industrial Relations & Discipline

- Successfully manage all disciplinary and industrial relations matters of the company
- Manage and resolve complex employee issues. Conduct thorough investigation via effective processes and evidence gathering to ensure fair judgments are made.
- Provides day to day performance management (coaching, counseling, training, career development and disciplinary actions).
- Representing Labor court disputes. Total cases up to date 23 without a loss (Putrajaya, Shah Alam, Johor Bahru, Pulau Pinang)

Market Perception & Integrity

- Collaborating with Universities and colleges in building a base for young graduates seeking job opportunities according to our clients requirements.
- Providing career talks to Universities and Colleges on employability in Malaysia
- Attending networking sessions organized by Talent Corp / Mdec / Embassy's.
- Act as a contact person for media relations.

Integration

- Plan and execute transition plans for manufacturing industries (JB and Penang) primarily.
- Prepare contracts (new / renewals), promotions, exit interviews forms and data gathering and management.

** Total staff strength of 1600 from various industries throughout Malaysia.*

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2. Period of Employment : 2011 - 2013
 Name of Employer : Local Human Resource Company
 Position Held : Human Resource + Operations Manager (HRBP)
 Reason for Leaving : Headhunted to current company

Responsibilities/Areas of Expertise:

Compensation & Benefits

- Responsible for conducting salary survey from competitors / external consultants.
- Responsible for developing Talent Reviews & Performance Reviews with Line Managers.
- Review and Renegotiate with insurance companies on yearly premiums.

Employee Relations

- Approachable for employees to provide them counseling associates both on work related and personal.
- Responsible to work together with Department Managers to draw up accurate Job Descriptions which is used during Talent Reviews and Performance Reviews.
- Responsible for associates annual family event and annual dinner activities.
- Conduct surveys within the organization to understand how best we are able to service our people.

- Conduct induction training to new hires and exit interviews tactfully. Gathering of data to be presented to management for next course of action.
- Labor court case handling. Total case managed 57 dispute cases.
- Appointed by management to lead in a tender process to plan, develop, manage and execute online job portal for PSMB (**Pembangunan Sumber Manusia Berhad**) under Kementerian Sumber Manusia - National Human Resource Centre (NHRC).
- Responsible for developing Employee handbook and Rules and Regulations.

Industrial Relations & Discipline

- Successfully manage all disciplinary and industrial relations matters of the company
- Manage and resolve complex employee issues. Conduct thorough investigation via effective processes and evidence gathering to ensure fair judgments are made.
- Provides day to day performance management (coaching, counseling, training, career development and disciplinary actions).
- Representing Labor court disputes. Total cases up to date 45 without a loss (Putrajaya, Shah Alam)

Manpower Planning

- Responsible for sourcing candidates via various channels.
- Responsible for short-listing, interviewing and hiring new candidates for KL office.
- Ensuring clients are satisfied with our recruitment services.

Market Perception & Integrity

- Attending networking sessions organized by Talent Corp / Mdec / Embassy's.
- Liaise with Selangor Invest and Penang Invest officials for market information.
- Collaborating with Universities and colleges in building a base for young graduates seeking job opportunities according to our clients requirements

*Total staff strength of 600 from banking industry in Klang Valley and Penang.

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3. Period of Employment : 2009 - 2011
 Name of Employer : US base Human Resource Company
 Last Position Held : Team Leader
 Reason for Leaving : Headhunted by General Manager

Responsibilities/Areas of Expertise:

11 August 2010 - 1st February 2011

Staffing Consultant

To search and place talents from Industries such as:

FMCG, Oil & Gas, Manufacturing, Legal and all Commercial businesses, Office Management.

- To train, place and retain talents from low to high levels.
- To engage and connect with industry players to ensure my database of talents are always healthy.
- Prepare progressive reports to Branch Manager on daily basis.
- Train new recruits in how recruitment is done in a professional yet simplified manner.

- Cross selling within inter-branches on business opportunities.
- Conduct sales drives among peers.
- Preparation of reports to higher management.
- Update relevant information into internal HRIS system.

1st February 2011 - 31st October 2011

Promoted to Team Leader

- Lead a team of 3 consultants who specializes in mid to high level of placements.
- Train my team to ensure steady billings are generated on Quarterly basis.
- Prepare reports of team to Branch Manager on position status and recruitment.
- Manages and maintains applicant / consultants tracking system.
- Manage candidate's expectations.
- Update relevant information into internal HRIS system.

ACHIEVEMENTS SUMMARY

- Appointed by management to lead in a tender process to plan, develop, manage and execute online job portal for PSMB (Pembangunan Sumber Manusia Berhad) under Kementerian Sumber Manusia - National Human Resource Centre (NHRC).
- Initiated collaboration between Public Universities and Colleges in providing talents for our further screening for placements into the working industry.
- Speaker for career fairs / talent workshops organized by various Colleges / Universities
- Completed transition of 350 staffs from 1 vendor to the next in 30 days.
- Managing a group of professionals in ensuring objectives are met in a timely manner.

COURSES / TRAINING

Teambuilding Programme
 Telephone Handling & Quality Customer Service
 Asia Works Basic Training
 The Art of Headhunting
 Train the Trainer
 Effective Sales
 Sales training
 Leader vs Managers Training
 Boolean Search Techniques

EDUCATION

Sijil Pelajaran Malaysia

Grade 2

Year 1996

MBA Major in Human Resource Management (MHRM) in collaboration with **University of Wales (UK)** - **Completed 2014 - MQA certified.**

PERSONAL OBJECTIVE / STRENGTHS

- The ability to understand the needs and wants from employee and clients in this challenging environment.
 - A self-confident and a detailed individual who seeks to bring the best out of people.
 - Succeeds through the use of interpersonal skills, planning and a commitment to achieving superior results.
 - Speaks and writes exceptionally well in both English and Bahasa Malaysia.
 - Good in corporate presentations (internal and external clients).
 - A people person, understanding and a team player.
 - A tentative listener to problems and able to find solutions at the quickest time possible.
 - Ready to move into the uncomfortable zone to succeed.
 - Good knowledge in EA 1955
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PROFESSIONAL AFFILIATION

Church Group
Metropolitan College, Johor
Masterskill University Health College (MUHC)
K-Pintar Sdn Bhd, KL
Malvern International College
Infrastructure University of Kuala Lumpur

Petaling Jaya Club (PJ Club)

Saint Francis of Assisi, Cheras
Business Associates - Talent Search
Business Associates- Talent Search
Business Associates- Talent Search
Business Associates- Talent Search/Speaker
Business Associates- Talent Search /
Speaker
Active member

OTHER INFORMATION

Professional references are available upon request.