

RESUME



PERSONAL DETAILS

Full Name	: Anizah bt Omar
Age	: 41 years
Date of Birth	: 25th August 1972
Place of Birth	: Klang, Selangor
Gender	: Female
Race	: Malay
Religion	: Islam
Marital Status	: Married
Language	: I) Bahasa Malaysia : II) English
Interest	: Badminton
Driving Licence	: Class D
Own Transport	: Yes
Willing to Travel	: Yes
Current Salary	: RM4,500.00 per month
Expected Salary	: Negotiable
Availability	: 1 month's notice
Email Address	: edrina00@yahoo.co.uk
Contact No.	: 013-3711 511

EDUCATION BACKGROUND

Qualification	: I) 1987 - S.R.P Grade A (SMP Raja Zarina, Port Klang) : II) 1989 - S.P.M. Grade 1 (SMP Raja Zarina, Port Klang) : III) 1997 - Diploma in Business & Management (Institut Teknologi Tun Abdul Razak)
PC Knowledge	: I) Microsoft Windows XP/2000 : II) QuickPay (HR2000) : III) UBS Payroll : IV) Kaizen HRExecutive

WORK EXPERIENCE

I) Sept 2011 – Present

Designation : Senior Executive, Human Resource
Company : Asia-Pacific Videolab Sdn Bhd
Work Location : Petaling Jaya
Nature of business : Post-production services

Job Description :

- Managing and organizing the recruitment activities to meet the organization employment requirements effectively and efficiently.
- Coordinating the interviews process and communicate effectively with all relevant parties throughout the recruitment and selection process.
- Prepare payroll and statutory payments for the employees.
- New application and renewal of Immigration employment pass.
- Sourcing and coordinating appropriate training & development programs, generate training calendar year for employees based on approved budget and post-training analysis.
- Assist in implementing and reviewing of HR and Administration policies and practices to ensure legal and regulatory compliance and executing on-going human resource activities and strategies.
- Conduct employee performance review, providing ad-hoc planning/analysis and any other HR and Administration related reports to other departments.
- Committee member for company's annual dinner & festive gathering
- Ensure all the plans and activities are achieved within the departmental budget

II) Sept 2009 – Sept 2011

Designation : Senior Human Resource Executive
Company : PMT Industries Sdn Bhd
Work Location : Shah Alam
Nature of business : Engineering Services
Reason for leaving : Received better prospect

Job Description :

- Prepare payroll and statutory payments for a total of 200 employees
- Create a training calendar and organize training for staffs
- In-charge in achieving the ISO 9001:2008 accreditation
- Being a committee member and assist in establishing the sports club
- Prepare EPF, SOCSO, I/Tax payment and HRDF claims
- Committee member for company events such as annual dinner & family day
- In-charge of employee personal file, attendance, performance appraisal (KPI), conduct counseling, domestic inquiry, warning letter when required.
- Staff compensations, benefits, claims, bank accounts and related tasks
- Take charge of all tasks related to foreign workers and expatriate applications with Immigration Department and MIDA
- Assist in daily administration duties in the office.
- Application for import duty and sales tax exemption to Malaysian Industrial Development Authority (MIDA)
- Responsible for all assignments related to the other government agencies e.g. Ministry of Finance (MOF), Ministry of International Trade and Industrial (MITI), Kastam DiRaja Malaysia (KDRM), Jabatan Alam Sekitar, KPDM & HEP and other government departments.

III) July 2002 – Aug 2009

Designation : Executive – HR & Administration
Company : Century Advance Technology Sdn Bhd
Work Location : Port Klang
Nature of business : Assembling Plant
Reason for leaving : Received better package

Job Description :

- Prepare payroll for a range of 150 staffs using computerized payroll system
- KDN and Immigration matters pertaining to foreign workers e.g. work permit/visa, passport & FOMEMA medical check-up.
- Committee member for annual dinner, family day and other gatherings.
- Organize staff training & development programs and work closely with training provider for preparation of Training Needs Analysis (TNA)
- In charge of recruitment & manpower i.e. advertisement, orientation, appointment letter, grade, annual leave, medical, fringe benefits etc.
- Prepare EPF, SOCSO, I/Tax payment and HRDF claims and assist in ESOS
- Staffs' compensation & benefits, claims, bank accounts and related tasks
- In-charge of employee personal file, attendance, performance appraisal (KPI), conduct counseling, issuing memo or warning letter when required.
- Generate & maintain all human resource documents complying to ISO 9001:2000 and revise as and when necessary
- Responsible for Company's insurance matters i.e. claims and renewal
- In-charge of overall administration duties such as maintenance and renovation, fire extinguisher, telephone, security systems, printing & stationery, motor vehicle, staff welfare and others
- Dealing with service provider for maintenance of security system, card access systems, telephone system and computer network
- Perform as internal auditor for ISO 9001:2000
- Maintain overall operational functions and administration in the office
- Perform some secretarial duties for senior GM
- Responsible for all assignments related to the other government agencies e.g. Ministry of Finance (MOF), Ministry of International Trade and Industrial (MITI), Kastam DiRaja Malaysia (KDRM), Jabatan Alam Sekitar, KPDN & HEP and other government agencies

IV) July 1997 – June 2002

Designation : Accounts & HRA Assistant (Finance & Admin Dept)
Company : Comtrac Sdn Bhd
Work Location : Damansara Utama
Nature of business : Construction & Development
Reason for leaving : Economic downturn

Job Description :

- Prepare payroll, passport and work permit renewal for construction workers
- In-charge of all administration duties
- Prepare payment for suppliers and sub-contractors and maintain record for each progress payment for all project
- In-charge of fixed asset depreciation, disposal, purchases or sales
- Monitor employees' personal claims and arrange for payment.
- Coordinate staffs training, seminar and amenities
- Prepare suppliers' quotation, purchase order and statement of accounts
- Maintain cashbook and other accounting record
- Enter invoices and other documents into IFCA system

TRAINING ATTEND

- I) Kursus Pengurusan Berkesan Caruman KWSP
- organized by Institut Pengurusan & Pembangunan Sosial KWSP (ESSET)
- II) Telephone Power & Professional Front-Liners
- organized by Institute of Professional Advancement
- III) ISO 9001:2000 Awareness Training
- organized by Novo Quality Services
- IV) ISO 9001:2000 Quality Awareness & Continuous Improvement Programme
- organized by NTP World Forum Sdn Bhd
- V) ISO 9001:2000 Internal Quality Auditing
- organized by NTP World Forum Sdn Bhd
- VI) Teambuilding Programme
- organized by DMQC Services Sdn Bhd
- VII) Seminar Kemudahan Kastam Seksyen 14(2) & LMW
- organized by Kastam DiRaja Malaysia

CAREER OBJECTIVE

To obtain a long-term career in a reputable organization.

PERSONAL CHARACTERISTICS

I am a multi-tasking, cheerful, always prepare to tolerate with pressure in work and enjoy outdoor activities.

PERSONAL STRENGTH

I am able to communicate with all level of employees, dedicated and proactive.

PREFERRED WORKING ENVIRONMENT

I prefer to work in a fairly and harmonized working environment.

REFERENCES

To be provided upon request.