



## Rokiah (Roha) Omar

Assistant HR Manager at KEJURUTERAAN ASAS JAYA SDN BHD,

(+60) 0196979893 | Roha.omar@yahoo.com | 41 years old | PLENTONG, MASAI, Johor

Experience 23 years

Previous HR & ADMIN EXECUTIVE  
STRAITS MERIDIAN HOTEL

Education UTM, SKUDAI  
Diploma, HR (2010)

Nationality Malaysia

## Experience

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Sep 2010 - Present  
(3 years 11 months )

### Assistant HR Manager

KEJURUTERAAN ASAS JAYA SDN BHD, | Johor, Malaysia

Responsibilities:

- To provide the strategic interface between HR and designated Head of Department to embed a strategic approach to human resource development and management that result in more effective delivery.
- To provide the strategic interface to senior managers and management through the provision of high quality guidance and support in developing progressing people management solutions to achieve business objectives
- To use workforce intelligence to identify people management requirements and performance issues and establish credibility as an expert strategic HR within an operational service.
- To coach and support the managers in the application of HR policies and practices, provide advice and guidance on complex HR issues in order to minimize risk and financial exposure.
- To handle IR, Domestic Inquiry and grievances matter.
- To conduct in house HR training, induction program such as Employee Handbook training, interview training, recruitment procedure, staff counseling training to unit manager and outlet managers.
- To development and update Employee Policies and Procedure.
- To handle monthly payroll of 400 headcounts;
- To handle yearly performance evaluation and proposed yearly bonus base on company performance index, department performance index and employee performance index;
- To coordinate with Liaison Officer for all foreign worker permit, KDN, Immigration and Foreign worker agency;
- To work closely with MOHRD on latest updates on employment regulation.
- To analyst monthly payroll , C & B benefit against yearly budget and sales.
- To analyst monthly department staff turnover rate and discuss with HOD.

Jan 2010 - Aug 2010  
(7 months )

### HR & ADMIN EXECUTIVE

STRAITS MERIDIAN HOTEL | Melaka, Malaysia

Monthly Salary MYR 2,000

Managed all HR administrative spectrum from Recruitment, Training, Benefits, Insurance, Appraisal

Managed and process monthly payroll

Liaised with government departments on HR related issues.

Maintained company's personnel files.

Assisted and supported other general administrative work of the company.

2008 - 2009  
(1 year )

## **SECRETARY TO RESORT MANAGER** **D'VILLAGE RESORT | Melaka, Malaysia**

Monthly Salary MYR 2,000

Managing and perform wide range of tasks (confidential, simple to complex administrative, and secretarial duties) in an efficient and reliable manner.

Prepare Weekly & Monthly report and submit on time.

Making travel arrangements and documentation requirements

Administering the office management (e.g office equipments, stationeries, supply of consumables for the department, company mails, handling of courier services)

Drafting business correspondences (letter / email / presentation / reports / minutes and any other documentation)

Coordinating meetings/budget reviews etc.

Screening calls for Resort Manager – handling various inquiries (internal & external) professionally and effectively.

Scheduling appointments.

Tracking and follow up tasks.

Take and compile minutes of meeting.

1996 - 2008  
(12 years )

## **: SENIOR Human Resource Executive** **CRAY VALLEY RESIN (m) SDN. BHD | Johor, Malaysia**

Monthly Salary MYR 3,500

Overall in-charge of the full spectrum of the HR function of the company

To monitor & improvement KPI system for HR Department

Responsible of manpower planning, recruitment and selection of candidate

Conduct ext interview to identify reasons for employee resignation

Review & implement employee's Handbook & procedures as and when necessary

Co-ordination & leadership in ISO & ISRS activities for continuous improvement programs

Staff Training & development programs.

Perform Training Needs Analysis and getting vendors to train the identified programs for the staff and workers

Liaison with immigration department on foreign workers' work permits and visa

Organize the staff welfare, such as annual dinner, company's trip & sports day for the company

Conduct staff appraisal performance for promotion, salary increment, promotion & bonus

Plan and conduct new employee orientation & induction

Also responsible for Administration and Information Technology department.

May 1994 - Jul 1996  
(2 years 2 months )

**SENIOR HR CLERK**  
SNC INDUSTRIAL LAMINATES (M) SDN BHD | Johor, Malaysia

## Education

2010

**UTM, SKUDAI**  
Diploma in Human Resource Management | Malaysia

Major	Human Resource Management
Grade	Pass/Non-gradable

2002

**Malaysian Institute of Management (MIM)**  
Professional Certificate in Human Resource Management | Malaysia

Major	Human Resource and Industrial Relations
Grade	Pass/Non-gradable

## Skills

Advanced

EASYPAY and UBS Payroll System, ISO 9001 ; ISO 14001; ISO 18001,, Industrial Relations & Domestic Inquiry

## Languages

*Proficiency level: 0 - Poor, 10 - Excellent*

Language	Spoken	Written	Relevant Certificates
Bahasa Malaysia (Primary)	10	10	-
English	10	6	-

## Additional Info

Expected Salary	MYR 5,500
Preferred Work Location	Johor

Other Information

## SKILLS & ATTRIBUTES

EASYPAY Payroll System, UBS Payroll System, Staff Training Development, Recruitment , Compensation & Benefits, Performance Management, Key Performance Indicator (KPI), ISO 9001 ; ISO 14001; ISO 18001, Industrial Relations matters, Domestic Inquiry & Procedures, Discipline & grievance handling, Road Show & Jobs Fair.

### Personal/Interpersonal Skills

Good horizontal and vertical communication skills

Encourages a positive and constructive office atmosphere

Constructive and solution focused problem resolution

Desire to learn

Team work skills

Motivates and supports team members

Trustworthy

Professional integrity

Initiative

Hardworking/Going the Extra Mile

### Technical Ability

Attention to detail/accuracy

Good command (oral and written) of English

### Management Ability

Effective delegation and monitoring of delegated tasks

Making suggestions for ways in which processes or ways of working can be improved to enhance quality and helping to implement them.

### Personal Strengths

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Good horizontal and vertical communication skills

Constructive and solution focused problem resolution

Desire to learn

Team work skills (can work well with others)

Motivates and supports team members

Trustworthy

Initiative

Hardworking

## About Me

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Gender

Female

Address

BLOCK 2, ABBEY COURT, PRIMA REGENCY APARTMENT, 81750, PLENTONG, MASAI, Johor, Malaysia