



Ng Li Ying

Regional HR Executive (Malaysia) at Country Garden Danga Bay Sdn Bhd (Previous)

(+60) 0127579168 | swordgirl0816@hotmail.com | 23 years old | Johor

Experience 10 months

Previous Personal Assistant
Country Garden Danga Bay Sdn Bhd

Education Universiti Malaysia Sarawak (UNIMAS)
Bach Degree, Science & Tech (Jul 2013)

Nationality Malaysia

Experience

Sep 2013 - May 2014
(8 months)

Regional HR Executive (Malaysia)

Country Garden Danga Bay Sdn Bhd | Johor, Malaysia

Monthly Salary MYR 3,100

Key Responsibilities:

- Reports directly to Regional HR Director.
- Assist the Regional Human Resource Manager in overseeing the day to day operations of HR such as resourcing, compensation and benefits and employee relations.
- Monitor HR management in other projects within Malaysia region ; Liaise with all HR executives within Malaysia region and China region on HR management.
- Carry out ad hoc & other HR assignments as and when required by the HR Manager.
- Prepare draft memo / proposal / letters with regards to employee activities, disciplinary action, employee's performances evaluation, staff examination, foreign (China) employee 's work permit procedure and salary.
- Provide consultation to line managers , local employees, and foreign employees from China on HR policies and procedures, IR matters, compensation, benefits and company's policy matters where relevant.
- Responsible to review, update & design new Employee's Handbook with combination and reference of employee's benefits Handbook published from China parent company within a specific period of time for Malaysia region company.
- Liaises with lawyers and recruitment agencies regards to Malaysia labour law and labour force market in assisting the survey of HR teams from parent company in China.
- Attend human resources team and HR Director from parent company , support and cooperate in the implementation of new human resources management , new company's organisation

planning for Sales and Marketing Department in Malaysia region and employee's benefits that are suitable to be applied in local.

- Organised and support the implementation of campus recruitment and job fair events such as: to assist in the full cycle of the selection, interviews and hiring process which includes researching and sourcing of candidates.
- Implement and organized employee's training program for all staff's level by arranging training schedule and content.
- Multi -tasking, perform any other duties as may be assigned and involved in organizing company functions and events.
- Work closely with department head and project's HR executive, providing them with guidance, and support on the full range of HR activities.

Major Achievement:

- Responsible and organized overseas training program successfully at China parent company for about 40 of core Malaysian and China region's employees during February 2014.

Aug 2013 - Sep 2013
(1 month)

Personal Assistant

Country Garden Danga Bay Sdn Bhd | Johor, Malaysia

Monthly Salary MYR 2,300

Responsibilities

1. Personal Assistant

- Managing Regional Sales General Manager's (from China parents company) daily schedule, business claims, personal matters, reports directly to General Manager.
- To coordinate and arrange appointment and meeting in Malaysia and outstation at China.
- Liaises with all level staff and business associates within Malaysia region and China.
- Taking on some of the manager's responsibilities and working more closely with management;
- To organized and manage confidential documents, records and maintain an organized filing for smooth data retrieving.
- Attend management training at parents company in Guangzhou, China as representative of Malaysia Region.
- Convey, co-ordinate and follow-up instruction from China parent office to department in Malaysia.

- Work closely and communicates with all the departments head on documentations or proposal to be signed by General Manager
2. Sales Administration
- To attend to sales enquires and close sales
 - Preparing Sales & Purchase Agreement,, preparation and do checking on proper documentation in S&P Agreement. E.g. to ensure the correct floor plan specification, selling price, purchaser's information and other important details in the S&P are properly inserted.
 - Liaise with Solicitor for Signing of Sale & Purchase Agreement & Deed of Assignment
 - Preparing Invoice/ Credit Note/ Debit Note for buyer
 - Handling Sub-Sale/ Refinancing Case/Cancellation

Education

Jul 2013

Universiti Malaysia Sarawak (UNIMAS)
Bachelor's Degree in Science & Technology | Malaysia

Grade Grade B/2nd Class Upper

Skills

Advanced
Intermediate

MS Office, PowerPoint Presentation, Computer Application, Organizing Events
MS Excel, Sales Administration, Documentation

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written	Relevant Certificates
Chinese (Primary)	10	10	-
Bahasa Malaysia	10	10	SPM - B3
English	8	8	MUET - Band 3
Japanese	5	5	-

Additional Info

Expected Salary MYR 3,000
Preferred Work Location Johor, Kuala Lumpur, Anywhere in Malaysia

About Me

Telephone Number
Address

07-2371909
Johor, Malaysia