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| |  | | --- | | [Invite To Interview](http://siva-my.jobstreet.com/applications/viewResumePrint.asp?JID=479278494312204330|2168263&CID=449831019170241026|%7b43454CC2-C4F5-45D1-967E-C240B8A5591A%7d&AID=482407350900660813|184127380&ASC=100000&SubF=&AdvID=300590207308741037|10484&Title=Recruitment+Executive+%28Junior+%2F+Senior%29&SRC=&SUMM=1&Name=wesly%2C+carol&JGID=0&Sought=&Spe=137&pcid=&Return=viewJobFolder.asp%3FJID%3D479278494312204330%7C2168263%26ASC%3D100000%26QID%3D068100830900815814%7C50167137%26QID2%3D%26Sort%3D-133%2C131%2C105%26SRC%3D%26SubF%3D%26PF%3DFalse%26JGID%3D0%26Rank%3D0%26AdvID%3D300590207308741037%7C10484%26Sought%3D%26Spe%3D137%26MTR%3D1%26Rank%3D482407350900660813%7C184127380&st=1) | [Print 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Comments](http://siva-my.jobstreet.com/applications/viewResumePrint.asp?JID=479278494312204330|2168263&CID=449831019170241026|%7b43454CC2-C4F5-45D1-967E-C240B8A5591A%7d&AID=482407350900660813|184127380&ASC=100000&SubF=&AdvID=300590207308741037|10484&Title=Recruitment+Executive+%28Junior+%2F+Senior%29&SRC=&SUMM=1&Name=wesly%2C+carol&JGID=0&Sought=&Spe=137&pcid=&Return=viewJobFolder.asp%3FJID%3D479278494312204330%7C2168263%26ASC%3D100000%26QID%3D068100830900815814%7C50167137%26QID2%3D%26Sort%3D-133%2C131%2C105%26SRC%3D%26SubF%3D%26PF%3DFalse%26JGID%3D0%26Rank%3D0%26AdvID%3D300590207308741037%7C10484%26Sought%3D%26Spe%3D137%26MTR%3D1%26Rank%3D482407350900660813%7C184127380&st=1) | [Blacklist](http://siva-my.jobstreet.com/applications/viewResumePrint.asp?JID=479278494312204330|2168263&CID=449831019170241026|%7b43454CC2-C4F5-45D1-967E-C240B8A5591A%7d&AID=482407350900660813|184127380&ASC=100000&SubF=&AdvID=300590207308741037|10484&Title=Recruitment+Executive+%28Junior+%2F+Senior%29&SRC=&SUMM=1&Name=wesly%2C+carol&JGID=0&Sought=&Spe=137&pcid=&Return=viewJobFolder.asp%3FJID%3D479278494312204330%7C2168263%26ASC%3D100000%26QID%3D068100830900815814%7C50167137%26QID2%3D%26Sort%3D-133%2C131%2C105%26SRC%3D%26SubF%3D%26PF%3DFalse%26JGID%3D0%26Rank%3D0%26AdvID%3D300590207308741037%7C10484%26Sought%3D%26Spe%3D137%26MTR%3D1%26Rank%3D482407350900660813%7C184127380&st=1) | [App 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Answer](http://siva-my.jobstreet.com/applications/viewResumePrint.asp?JID=479278494312204330|2168263&CID=449831019170241026|%7b43454CC2-C4F5-45D1-967E-C240B8A5591A%7d&AID=482407350900660813|184127380&ASC=100000&SubF=&AdvID=300590207308741037|10484&Title=Recruitment+Executive+%28Junior+%2F+Senior%29&SRC=&SUMM=1&Name=wesly%2C+carol&JGID=0&Sought=&Spe=137&pcid=&Return=viewJobFolder.asp%3FJID%3D479278494312204330%7C2168263%26ASC%3D100000%26QID%3D068100830900815814%7C50167137%26QID2%3D%26Sort%3D-133%2C131%2C105%26SRC%3D%26SubF%3D%26PF%3DFalse%26JGID%3D0%26Rank%3D0%26AdvID%3D300590207308741037%7C10484%26Sought%3D%26Spe%3D137%26MTR%3D1%26Rank%3D482407350900660813%7C184127380&st=1) | [Test Results](http://siva-my.jobstreet.com/applications/viewResumePrint.asp?JID=479278494312204330|2168263&CID=449831019170241026|%7b43454CC2-C4F5-45D1-967E-C240B8A5591A%7d&AID=482407350900660813|184127380&ASC=100000&SubF=&AdvID=300590207308741037|10484&Title=Recruitment+Executive+%28Junior+%2F+Senior%29&SRC=&SUMM=1&Name=wesly%2C+carol&JGID=0&Sought=&Spe=137&pcid=&Return=viewJobFolder.asp%3FJID%3D479278494312204330%7C2168263%26ASC%3D100000%26QID%3D068100830900815814%7C50167137%26QID2%3D%26Sort%3D-133%2C131%2C105%26SRC%3D%26SubF%3D%26PF%3DFalse%26JGID%3D0%26Rank%3D0%26AdvID%3D300590207308741037%7C10484%26Sought%3D%26Spe%3D137%26MTR%3D1%26Rank%3D482407350900660813%7C184127380&st=1) | [Download Resume](http://siva-my.jobstreet.com/applications/viewResumePrint.asp?JID=479278494312204330|2168263&CID=449831019170241026|%7b43454CC2-C4F5-45D1-967E-C240B8A5591A%7d&AID=482407350900660813|184127380&ASC=100000&SubF=&AdvID=300590207308741037|10484&Title=Recruitment+Executive+%28Junior+%2F+Senior%29&SRC=&SUMM=1&Name=wesly%2C+carol&JGID=0&Sought=&Spe=137&pcid=&Return=viewJobFolder.asp%3FJID%3D479278494312204330%7C2168263%26ASC%3D100000%26QID%3D068100830900815814%7C50167137%26QID2%3D%26Sort%3D-133%2C131%2C105%26SRC%3D%26SubF%3D%26PF%3DFalse%26JGID%3D0%26Rank%3D0%26AdvID%3D300590207308741037%7C10484%26Sought%3D%26Spe%3D137%26MTR%3D1%26Rank%3D482407350900660813%7C184127380&st=1) | |  | |  |  |  | | --- | |  | |  | |  | | | | | | |  |  |  |  |  |  | |  | | | | | | | |  |  |  | | --- | --- | --- | | JobStreet Resume | Uploaded Resume |  |   Last Updated: 21 Jan 2014  **Carol Wesly**  HR Executive at Kota Menara Ufuk Sdn Bhd  [http://myjobstreet.jobstreet.com/resume/display-photo.php?Photo=443496572316485722%7C%7B43454CC2&Num=0%2E7241131&c=1D545F4C2CC45434A1955A8B042CE769](http://siva-my.jobstreet.com/applications/viewResumePrint.asp?JID=479278494312204330|2168263&CID=449831019170241026|%7b43454CC2-C4F5-45D1-967E-C240B8A5591A%7d&AID=482407350900660813|184127380&ASC=100000&SubF=&AdvID=300590207308741037|10484&Title=Recruitment+Executive+%28Junior+%2F+Senior%29&SRC=&SUMM=1&Name=wesly%2C+carol&JGID=0&Sought=&Spe=137&pcid=&Return=viewJobFolder.asp%3FJID%3D479278494312204330%7C2168263%26ASC%3D100000%26QID%3D068100830900815814%7C50167137%26QID2%3D%26Sort%3D-133%2C131%2C105%26SRC%3D%26SubF%3D%26PF%3DFalse%26JGID%3D0%26Rank%3D0%26AdvID%3D300590207308741037%7C10484%26Sought%3D%26Spe%3D137%26MTR%3D1%26Rank%3D482407350900660813%7C184127380&st=1)  Expected Salary :  **MYR 5,000**  Experience  14 years  Previous  HR Executive National Oilwell Varco    Education  universiti putra malaysia  Bach Degree, Economics (1998)  Nationality  Malaysia  PR  Malaysia  (+60) 0176657550  [ashwinbaby2003@yahoo.com](mailto:ashwinbaby2003@yahoo.com)  39 years old    Klang, Selangor    **Experience**  Sep 2012 – Jan 2014  (1 year 4 months)  **HR Executive**  Kota Menara Ufuk Sdn Bhd  Monthly Salary  MYR 4,400  • In charge of recruitment process • Payroll for 4 companies • Travel arrangements • Attending management meetings and taking down minutes • Work with agent on foreign workers matters • Updating personal files of each employee • All other matters related to HR  Sep 2011 - Sep 2012  (1 year)  **HR Executive**  National Oilwell Varco  Monthly Salary  MYR 4,300  • In charge of recruitment process • In charge for various business unit in Malaysia, i.e Labuan, Kemaman and  Puncak Alam • Source and headhunt for future vacancies  • Screen and test candidates • Arrange and prepare candidates for interview • Conduct exit interviews • Prepare relevant letters such as appointment letters, confirmation and  promotion letters, warning letters • Maintain the employee relation matters like employee discipline,  grievance, counseling and motivation • Foreign workers matters • Travel arrangements • Handling other HR matters • Preparing minutes of meeting • Handling disputes among workers • Updating personal files of each employee  May 2004 - Aug 2011  (7 years 3 months)  **human resource executive**  Glenn Marine Logistics Base Sdn Bhd  Monthly Salary  MYR 2,800  1. To prepare monthly payroll report , which includes epf, socso and pcb and also bank advice. To prepare payslips for all staffs.  2. To prepare EA statements once a year, income tax related documents  3. To prepare appointments letters, warning letters, termination letters, confirmation letters and other letters requested.  4. To take down minutes of meeting  5. Travel arrangements  6. Daily attendance, check punch cards daily, preparing punch cards every month  7. To discuss with workers about any dissatisfaction they are facing, if any  8. Keep and update leave records, MC records as well and also home leave taken by foreigners  9. Other HR matters such as training and recruitment  10. To assist accounts dept in issuing PO  11. To assist in admin matters when the person is not available  12. Updating personal files of each employee  Jun 2002 - Apr 2004  (1 year 10 months)  **tutor**  on own  Monthly Salary  MYR 3,000  i used to do private tutoring for students till lower secondary level.  Feb 2001 - May 2002  (1 year 3 months)  **Human Resource Officer**  LBR Industries Sdn Bhd  Monthly Salary  MYR 1,800  In Charge of payroll and other HR matters.  Feb 1999 - 2001  (1 year 11 months)  **Lecturer**  Systematic College  Monthly Salary  MYR 1,500  Was lecturing Secretaial Duties, Business Studies and Business Communication for Secretarial Course students.  **Education**  1998  **universiti putra malaysia**  Bachelor's Degree in Economics | Malaysia  Major  resource economics  Grade  Grade C/2nd Class Lower  1992  **sek. men. tengku ampuan rahimah, klang**  Higher Secondary/STPM/"A" Level/Pre-U in Commerce | Malaysia  Grade  Grade A/1st Class  **Skill**  Advanced  Ms Offoce    Intermediate  MS Office    **Languages**  Proficiency level: 0 - Poor, 10 - Excellent    Language  Spoken  Written  Relevant Certificates      English  10  10  -    Bahasa Malaysia  10  10  -    Tamil  10  7  -  **Jobstreet English Language Assessment (JELA)**    Date Taken  27 Jul 2010    Score  36/40  **Additional Info**  Expected Salary  MYR 5,000  Preferred Work Location  Selangor    Other information  To develop my career in Economics and related fields where I can be a valuable team member contributing to the organization.  I’m recognized for……. • Dedication to professionalism • Highly motivated towards goal achievement • Strong communication skills • Friendly and outgoing personality • Experience in coordinating projects involving people and activities • Capable of viewing problems in positive way and propose solutions • Successful in mastering skills  **About Me**  Address  49 Jalan Dato Abdul Hamid 31, Taman Sentosa, Klang, 41200, Selangor, Malaysia |  |  |  |  |  | |