## Lau Ai Lin

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**Experience**

**UNITED OVERSEAS BANK ( Jan 2011 – Present)**

*Senior Human resource officer*

* Screen recruitment candidates through face-to-face / phone interviews
* Screens applicants for basic compliance with qualifications, summarizes CVs for evaluation by the departmental heads.
* Meets walk-in applicants, collects and assesses CVs.
* Obtains and assess all certificates and testimonials of the candidates.
* Ensure all vacancies are filled with the suitable candidates within the targeted time.
* Interview candidates up to supervisors level and provide feedback to both HR Manager and Line Manager
* Ensure all recruitment policies, procedures and techniques are adhered to and recommend improvements.
* Forwards collected CVs to the concerned departmental heads for evaluation and interviews.
* Conducts new employee orientation and apprises employee of benefit options.
* Types employment contracts, and issues engagement advice.
* Conducting orientation programs for new employees.
* Handling recruitment and arrange interview session
* Assist in conducting counselling, handling discipline, and employees’ retention of the portfolio
* Any other HR ad-hoc duties and projects assigned
* Ensure completion of all documentation as per the recruitment standards and processes.
* Recommend improvements to Recruitment and administration procedures and forms.
* Designs recruitment advertisements
* Draft employment offer letter and contracts for selected candidates

**Stratford (June 2008 to December 2010)**

*Human resource executive*

* Reporting to the General Manager of Human Resources, the incumbent will develop and implement effective recruitment strategies, procedures and practices including hiring the right candidate for the right job at the right place.
* Sourcing, pre-screening, phone interviewing and shortlisting of candidates
* Arrange face to face interview session with line managers
* Promote and foster positive work culture, drive corporate values in line with the organization goals and direction
* Apply various recruitment tools ie, Behavioural Based Interview, People Profiling during interview and selection process.

**Agensi Pekerjaan Millenium Consultants Sdn Bhd ( 2004 – 2008 )**

*Recruitment Consultant ( Staffing)*

• Handle recruitment / searches for assigned industry  
• Identify, search and build a good portfolio of quality candidates and clients  
• Prompt and quality execution of recruitment assignments to successful closure  
• Develop and manage excellent relationship with clients  
• Work with client to identify, qualify, engage and secure the best-fit candidates  
• Responsible for fulfillment process, including:

- establish recruitment specifications  
  - work out recruitment strategies  
  - research, screen, interview, prepare and present candidates’ profile  
  - conduct reference checks and contract negotiation  
  - follow-up with client for eventual hiring and fee collection  
  - Update candidate database systems and record management into our company’s system

**Education**

Year 2003 **Degree**

Business Administration and Management

Stamford College

Year 2000 **Diploma**

Business Administration

Stamford College

Year 1999 **Certificate**

*Business Administration (ABE) UK*

Binary Business School

Year 1997 **Sijil Pelajaran Malaysia (SPM)**

Vivekananda Secondary School

**Personal Details**

Date of Birth : 13th January 1979

Race : Chinese

Nationality : Malaysian

**Personal Traits**

I have been in the field of recruitment since 2004. During these times, my experience and education background has molded me into an individual that is self-motivator and result oriented. I pride myself in possessing the highest level of integrity, professionalism and dedication in the discharge of my duties and responsibilities. I have always been a firm believer that rewards must equal performance, thus I will always give my 100% in work. I have excellent communication skill.

**Language Skills**

My ability to converse and write in languages and the degree of proficiency is as follow:

English : Excellent (written and spoken)

Bahasa Malaysia : Excellent(written and spoken)

Tamil : Good (spoken)

Cantonese : Good (spoken)

Mandarin : Good (spoken)

Hokkien : Good (spoken)

**Computer Literacy**

I am well conversant in most software application packages for normal day to day work.

**Personal Qualities**

* Good analytical skill
* Creative, entrepreneurial and disciplined
* Able to handle pressure of dynamic and vibrant environment
* Strong interpersonal, communication and presentation skill
* Honest, sincere and trustworthy
* Willing to learn and improves
* Ability to work in teams or work independently
* Excellent time management

**Expected Salary**

Since this is a step forward in terms of career advancement, I am expecting a salary of around RM 4500.00 ( Nego)

**Social Events**

* Active in school band.
* Participated in Miss Malaysia-India worldwide pageant (2001).