

**Personal particulars**

Name: Intan Safinaz Binti Ahmad

Address: 62 Pending 6, Bandar Puteri, 42100 Klang, Selangor.

Email: miss\_safinaz@yahoo.com

Telephone No (HP): 012-6132109

Age : 33 Years

Nationality: Malaysian

Maritial Status: Married

Place of Birth: Klang

Date of birth: 14 April 1980

Sex : Female

IC NO: 800414-10-5546

**Objective**

Seeking a position where my **strong administrative and Human Resource knowledge** and my ability to execute a variety of projects simultaneously will be utilized.

## **Personal characteristics**

Fast learner, open minded, creative, trustworthy, independent, responsible and punctua

## **Curricular Activities**

- Rakan Muda

- Program Bakti Siswa

- Malaysia Entrepreneur Development Course (Learning Kid Centre)

- Seminar of UBS System

- ISO Course (Quality Management system and ISO 9000:2000 Series)

**Educational Background**

## **Highest Education**

2002-2005 Bachelor in Business Administration (Hons) Major in **Human Resource**

Universiti Utara Malaysia

1998-2001 Diploma In Business Study

Universiti Teknologi Mara

1997 Sijil Pelajaran Malaysia

Grade 1

**Experiences**

1. **Company name : Sesama Logistics (M) Sdn Bhd (Logistics)**

Position title : IR Cum HR Manager

Date joined : May 2011

Date left : Present

Reason for leaving: Always outstation

* Plan, direct, and coordinate human resource management activities to maximize the strategic use of human resource functions such as employee compensation, recruitment, personnel policies and regulatory compliance
* Serve as a link between management and employees by handling questions, interpreting and administering contracts and assist to resolve work-related problems including provide advise to others business unit on any organizational policies and procedures
* Analyze statistical data and reports to identify and determine causes of staff related matters and develop recommendations for improvement of organization's personnel policies and practices. Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits, identify staff vacancies and recruit, interview and select applicants
* Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, employee relations and training
* Prepare manpower planning, recruitment management and budgeting
* Establish development program and succession planning
* Administer foreign worker affair and well being, i.e. visa, work permit, accommodation etc
* Engage with statutory and related government bodies such as KWSP, SOCSO, Inland Revenue, FOMEMA, HRDC, Immigration, Hospitals, Insurance.
* Responsible for the whole spectrum of the HR matters, ensure the HR policies and procedures are implemented accordingly and to work closely with all HOD on all areas of HR functions.
* Ensure timely processing of payroll and submission of payroll reports.
* Manage employee disciplinary matters.
* Manage foreign worker's work permit.
* Ensure smooth support and coordination to all departments
* Implement appropriate HR Strategies and actions to recruit, develop, and retain a qualified and motivated workforce.
* Administer compensation, benefits, personnel policies and procedures.
* Make decisions on administrative or operational matters that impact on overall profitability of organizational and/ or company functions.
* Ensure compliance of labour and immigration laws.
* Unify HR policies and practices in conjunction with corporate subject matter leaders.
* Render advice on the application of various Labour Legislations in the country;
* Able to manage the whole gamut of disciplinary issues that may arise.
* Ability to conduct a domestic inquiry in compliance with recognized procedures and Industrial norms;
* Able to advice on appropriate disciplinary action to be taken commensurate to the misconduct committed in accordance with recognized Industrial Relations Jurisprudence
* Able to carry out retrenchments, if necessary in accordance with the relevant laws, Code of Conduct for Industrial Harmony and Industry Practice;
* Keep abreast of case law as well as legislative developments in the Industrial Relations field and advise company of the same on a timely basis;
* Primary communication channel between the department and Regulatory Compliance (RC);
* Assist Compliance Officer to promptly disseminate correspondences from RC to Head of Department and staff;
* Assist Compliance Officer to promote general compliance awareness amongst departmental staff;
* Assuming the Compliance Officer's role in the event that the Compliance Officer is not around.

Salary : RM 7500

1. **Company name : Strata Park (M) Sdn Bhd**

Position title : Human Resource and Admin Manager (Manufacturing)

Date joined : Sept 2007

Date left : May 2011

Reason for leaving: Company decide to transfer (Kuching-new branch)

**Specialization**

* Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.  
  Recruits, interviews, tests, and selects employees to fill vacant positions.
* Plans and conducts new employee orientation to foster positive attitude toward company goals.
* Responsible to handle Socso, EPF and Income Tax.
* Monitor and follow up HRDF Claim and etc.
* Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
* Responds to inquiries regarding policies, procedures, and programs.
* Administers performance review program to ensure effectiveness, compliance, and equity within organization.
* Administers salary administration program to ensure compliance and equity within organization.
* Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance.
* Conducts wage surveys within labor market to determine competitive wage rate.
* Prepares budget of human resources operations.
* Prepares reports and recommends procedures to reduce absenteeism
* Represents organization at personnel-related hearings and investigations.
* Contracts with outside suppliers to provide employee services, such as canteen, transportation, or relocation service.
* Handling and advises Management on disciplinary issues, staff counseling and grievances, terminations and other employee relation matters in compliances with local labour laws and immigration foreign workers matters
* Manage all matters relating to Industrial Relations especially in conducting Domestic Inquiry
* To monitor, review and process the employee's evaluation of confirmation
* Review and enhance the current work procedures/ work methods to improve efficiency and work flow in the department and company.
* Maintain proper record related to Human Resource activities
* Arranging and conducting the orientation program for new employees
* Co-ordinating training program
* Manages the administration of the human resources policies, procedures and programs to achieve desirable objectives
* Perform any other ad-hoc assignments from the superior
* Handling foreign workers matter such as FOMEMA, FWCS,FWHS,IG and permit renewal
* Liase with immigration, Kementerian Dalam Negeri, Jabatan Tenaga Kerja,FOMEMA.
* Responsible for all matters relating to office management, administration and maintenance to ensure effective utilization of company resources and smooth running of the daily operations.
* Plan and execute recruitment activities to support manpower needs in line with the Company’s business objectives.
* Plan and execute recruitment activities including placing job advertisements, resume screening, candidates shortlisting and interviewing
* Play a consultative role in matching candidates’ profiles with the business needs and recommending candidates for hire to department needs.
* Manage relationships with target recruitment sources, external search firms, professional bodies, internet providers and relevant agencies.
* To be involved in promotional activities like participating in exhibitions of recruitment businesses.
* Coordinate Orientation Programme on Registration & Employee Handbook briefing session.
* Prepare manpower statistics and relevant reports and track, monitor and analyze monthly/yearly attrition.
* Develop strategies and plans to build up talent pool for the Company.
* Examine and review work processes for better effectiveness and efficiency.
* To prepare all management meetings reports on recruitment & planning section’s activities
* Plan and execute recruitment activities based on periodical plan and ad-hoc basis
* To assess candidates’ suitability and provide recommendations to hiring managers
* Ensure internal customer’s request on recruitment matters are met
* Complete with accurate recruitment activities’ reporting

**Salary : RM 6000 + RM 500 (Position Allow)**

1. **Company name : Magnalite (M) Sdn Bhd (Manufacturing)**

Position title : HR Manager

Date joined : Sept 2005

Date left : Sept 2007

Reason for leaving: Better opportunity

**Specialization**

* Report to the Managing Director
* Oversaw recruiting, counseling and training programs.
* Directed distribution of benefits.
* Supervised a team of Human Resource team in all phases of the hiring and training process.
* Handled administration of all company benefits including health care and bonuses.
* Responsible to handling foreign workers ( Salary, permit, passport and related document)
* Liase with immigration, Kementerian Dalam Negeri, Jabatan Tenaga Kerja,FOMEMA.
* Performed Malaysia Labor and Industrial Relations Law to all staff.
* Responsible to handle Socso, EPF and Income Tax.
* Monitor and follow up on all statutory related such as HRDF Claim and etc.
* Launched new hire orientation program spanning medical and dental benefits, short / long term disability, life insurance and leave absence process,
* To perform a variety of other clerical duties including answering telephone calls or letters, sending out announcements or company memo, signing for incoming general correspondence, ordering office supplies & etc.
* To assist in the process of hiring for selected job positions (which inclusive of advertising, filtering, selecting, short listing, interviewing and other processes until confirmation of employment).
* To administer staff salary in ensuring that all wages and salaries are monitored according to the classified policies.
* Responsible in preparing budget for Administration.
* To coordinate office services, such as arrangement of workstations / working space, parking, maintenance and security services.
* To manage office equipment and properties by keeping accurate track records, ordering and maintaining inventory supplies.
* To maintain the confidentiality of a highly organized systematic database, documentation and filing system for All HR related data and information.
* To design effective control forms necessary to facilitate smooth flow of HR with all the departments.
* Responsible to develop and monitor company rules and regulation.
* To organized and timely update documentation on all related HR records and reports
* Provide accurate timely analysis repots as references for management decision
* Process sound judgment in analyzing and assessing complex issues and in providing appropriate guidance and direction in HR management.
* Developed database and linking system to maintain accurate and up to date employee records such as work stations for new employee, prepare ID tag, staff business card, and etc.
* Coordinated business travels reservation including flights, car hire and hotels.
* Performed general administrative functions including the scheduling of appointments and meetings
* Managed the internal and external mail and provided telephone support for the management team.
* Maintained confidential client details in up to date filing system.

**Salary : RM 5500**

## **Skills**

Proficient in the use of Microsoft Windows XP,Microsoft Office XP Professional, Microsoft Word,Excel,Powerpoint,Access and Outlook Express and UBS and MYBS system.

**Languages**

Proficiency ( 0 = Poor 10 = Excellent)

**Language** **Spoken** **Written**

Bahasa Malaysia 10 10

English 10 10

**Salary Expected : RM 8000 (Neg)**

**Available : Anytime**

### **References**

**References**

Mr Hairy Abdullah

Magnalite (M) Sdn Bhd

CEO

0103249598

Miss Misha,

General Manager

Stratapark (M) Sdn Bhd

012-2638554