



## FIONA POK ANAK UGIL

S.L 1 Lorong 22E 8D, Jalan Datuk Mohammad Musa, 94300 Kota Samarahan, Kuching, Sarawak.

**IC No.** 931107-13-5382

**Age** 25 years old

**Nationality** Malaysia

**Gender** Female

**Height** 158 cm

**Driving License** B2, D.

**Mobile No.** 014-9934590

**E-mail Address** fionapok2059@gmail.com

**Race** Iban

**Marital Status** Single

**Weight** 48 kg

## Objective

I am looking for a position where I will utilize my skills and experience in to propel your organisation's growth. I have desire to take on more responsibilities and grow in a career. I would like to succeed in a stimulating and challenging environment, together building the success of the company while I experience advancement opportunities.

## Working Experience

**Dec, 2016 – Present**

**Human Resources Executive**

**Aiman Batang Ai Resort & Retreat under management of Aiman Group of Companies**

- ◆ Perform the full spectrum of Human Resources activities including Payroll, Training and Employee Relations.
- ◆ Responsible for compliance of all statutory requirement: EPF, LHDN, SOCSO, HRDF and liaising with Government Agencies on any relevant matters.
- ◆ Responsible for all HR documentations and administration such as employment, confirmation, transfer, job reassignment, termination letters, employee appraisal, leave administration, staff benefits and others.
- ◆ Responsible in handling and dealing with industrial relations issues that includes employee counseling, misconduct, disciplinary handling and so on.
- ◆ Assist on general administration such as business licensing, business permits and company's profiles.
- ◆ Developing employee handbook with fair policies and ensuring employees understand and comply with it.
- ◆ Conducting various welfare or CSR (Corporate Social Responsibility) activities.
- ◆ Recording, maintaining and monitoring attendance to ensure employee punctuality.
- ◆ Conducting employee orientation and facilitating newcomers joining formalities.
- ◆ Conducting exit interviews for employee and recording them accordingly.
- ◆ Communicating and explaining the organization's HR policies to the employees especially for new team member.
- ◆ Reviewing job descriptions for all positions at regular intervals and updating them in consultation with respective managers.
- ◆ Engaging with employee on a regular basis to understand the motivation levels of people in the organization.
- ◆ Involve in hosting management meeting, owners' meeting (Directors and Managers), and subsidiaries meeting to help market of the business.
- ◆ Analyze employee performance and conducting Training Need Analysis (TNA) for each of employee to develop their skill, knowledge and abilities.
- ◆ Certified coach by Skim Latihan Dual Nasional (SLDN) to coaching the staff at Aiman Batang Ai Resort and Retreat Sdn. Bhd.

2013 (January until August)

Administrative Clerk

Syarikat Pygils, Sri Aman

- ♦ Organizing and scheduling of appointment with clients.
- ♦ Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- ♦ Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

**Expected Salary: Negotiable**

## Education

**Bachelor of Sciences with Honors  
(Human Resources Development)**  
(September 2013 – September 2016)  
Universiti Malaysia Sarawak (UNIMAS)  
CGPA: 3.35

**Sijil Tinggi Pelajaran Malaysia (STPM, 2012)**  
Sekolah Menengah Kebangsaan Sri Aman  
CGPA: 2.96

**Sijil Pelajaran Malaysia (SPM, 2010)**  
Sekolah Menengah Kebangsaan Pakan  
Major: Science  
Grade: 3A 3B 1C 2D 1E

## Internship Experience

**Aiman Man Cheng Properties Sdn. Bhd.**

3 months internship from July 2016 until September 2016 in conjunction with the fulfillment of Degree of Sciences (Human Resources Development) requirements of graduations.

## Computing Skills

- ♦ Microsoft (Word, Powerpoint, Excel, Project, Publisher)
- ♦ Editing Software (Movie Maker, Sony Vegas, Photoshop)
- ♦ Basic introductory using SAP systems (Systems, Applications and Products in data processing)
- ♦ Quickbook and Teamviewer
- ♦ Prezi for presentation
- ♦ Human Resources Information System (HRIS, Datapuri Software)
- ♦ MYOB PayGlobal Payroll Software

## Language Proficiency

### English

Spoken   
Written 













### Bahasa Malaysia

Spoken   
Written 

### Bahasa Iban

Spoken   
Written 

## Relevant Skills

- ◆ Resourceful 
- ◆ Self-reliance 
- ◆ Willing to Travel 
- ◆ Strong Work Ethic 
- ◆ Time Management 
- ◆ Handling Pressure 
- ◆ Problem Solving 
- ◆ Collaboration 
- ◆ Leadership 
- ◆ Creativity 
- ◆ Coaching 
- ◆ Monitoring 

## Curricular Activities

- ◆ **2016** – Participate with Unimas Health Marathon.
- ◆ **2016** – Committee for Unimas HRD Week
- ◆ **2015 until 2016** – Secretary for “Program gotong-royong Kolej Cempaka”
- ◆ **2015 until 2016** – Secretary for Unimas’s Extreme Challenge
- ◆ **2015 until 2016** – Secretary for conducting motivation session at Unimas
- ◆ **2014** – As a dancer and participate with dance competition among colleges with “*Kelab Kebudayaan Unimas*”
- ◆ **2012** – As a “*Penolong Ketua Utama Seksyen, Persatuan Bulan Sabit Merah*” at SMK Sri Aman
- ◆ **2011 until 2012** – As a school prefects at SMK Sri Aman
- ◆ **2011 until 2012** – As a secretary for Student Representative Council of SMK Sri Aman
- ◆ **2011** – Winner of the banner drawing competition in conjunction with the independent day

## Valuable Experience

### 10<sup>th</sup> October 2017 (“Program Seranta Perkeso”)

Attending SOCSO Seminar on the implementation of the new SOCSO online system and getting more knowledge on the rights of workers and employers in SOCSO and its benefits.

### 27<sup>th</sup> September 2017 (1 Day HRDF Hand-On Course)

Attending HRDF Hand-On Course to getting more knowledge of HRDF and learn the uses of HRDF online system for levy payment process, training grant and claim application.

### 21<sup>st</sup> – 23<sup>rd</sup> August 2017 (3 Days Skilled Human Capital Development Conferences)

Present, discuss, and share the latest development, practical observation and research findings related to the practice of human resource development at the work place.

### 14<sup>th</sup> August 2017 (1 Day SLDN Induction Course)

Attending “Skim Latihan Dual Nasional” induction course to get more knowledge regarding the scheme for the benefit of company and to get a certificated as a coach for employees.

### 14<sup>th</sup> - 15<sup>th</sup> June 2017 (2 Day Grooming Session)

Conducting (as trainer assistant) grooming session collaborated with Planet Training Academy Sdn. Bhd. to selected department at Aiman Batang Ai resort & Retreat Sdn. Bhd.

### 27<sup>th</sup> – 29<sup>th</sup> Nov 2016 (3 Days HRDF & Trainers’ Conferences & Exhibition)

Attending a pre-eminent forum on human capital development by the voices of HR practitioners, thought leaders, CEOs, policy makers, regulators as well as experts and strategist.

## References

### Mr. Heng Chin Siong

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UNIMAS  
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### Mdm. Fairazoh Binti Ghani

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### Mr. Edward Minggat Ak Gena

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