



R e s u m e

Rozlen Binti Macklin

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*"To contribute in a work place which combines both personal and career advancement
in a challenging environment"*

Personal Data

Name : ROZLEN BINTI MACKLIN @M.BASRI
Nationality : Malaysian
Age : 44
Date of birth : 28-August-1972
Mailing address : Blk D, 4-15, Taman Seri Delima, Juru 14000 Bukit Mertajam, Penang
Race/Religion : Malay/Muslim
Health : Excellent
Marital status : Married with 2 children (age: 23 yrs & 22 yrs old)

Educational Background

Year 1988_High School, SPM (Sijil Pelajaran Malaysia)
Sek. Men Padang Tembak, Jalan Gurney, Kuala Lumpur

Employment History

Aug 2016 – present

Atotech (Malaysia) Sdn Bhd (Contract Basis)

Position Title : Human Resources Executive
Industry : Manufacturing Chemical Platting

Work description:

1. Administration for the day to day operations of the Learning & Development functions & duties.
2. Conduct induction / orientation program for the new joiners
3. Compile & Analyze training needs (TNA)
4. Managing in yearly Training Needs Analysis; To prepare yearly Training Calendar
5. Organize & Coordinate for In-house training & External training
6. Maintaining all training records and staff competencies; Monthly training report
7. Liaison with HRDF for Application of training grant / claim
8. Handling ISO Audit for Training.
9. Updating / Reviewing Job Description with the Line Managers

10. Reporting & data update into company system.
11. Assist in Hiring, Organizational Announcement, Medical arrangement for Contract workers.
12. Performs other ad-hoc and support the administration / Human Resources duties as per assigned by the Superior.
13. Handle Employee welfare such as Annual Dinner, Service Award, Sports & Recreation, Team-Building, Employee Year End Gift.

Apr 2015 – July 2016 (1 yr 4 mths)

Nationgate Solution (M) Sdn Bhd

Position Title : Human Resources Executive
 Industry : Manufacturing Electronics

Work description:

- > To do Orientation / Induction New Hire Orientation & follow up proper documentation as evidence of training
- > To do Training Need - Plant-wide Training Calendar yearly basis
- > To do Training & Development: Procedure & process flow
- > To handle HRDF – Monitoring / up-date and plan of allocation
- > To manage the Training program: Determine the Need and objectives
- > To handle Training & Development: Selecting Training Content / Approaches to training
- > To prepare Job Description for all employees
- > To do Competence Matrix for all employees
- > To do Risk Assessment for Training
- > To handle Company Vehicles Insurance & maintenance
- > To handle House-keeping Keeping (Cleaners time-table, audit checking / Internal control)
- > To do working Calendar for New Year
- > To handle Payroll preparation process for Foreign worker & Exempt staffs
- > To prepare end month statutory
- > To assist monitor the Leave Management
- > To do End Contract - Calculation of last pay
- > To monitor the shift pattern and checking attendance weekly basis
- > To handle Employee Relation, plant Wide activities with the direction by HR Director: Service award, Annual Dinner, Sports & Recreation, Team Building, Employee Year End Gift

Reason to leave: Career advancement

May 2014 – Dec 2014 (8 mths)

Panasonic Energy Malaysia Sdn Bhd

Position Title : Human Resources Senior Executive
 Industry : Manufacturing Electronics

Work description:

- > To manage recruitment such as screening candidates, conducting interview & liaise with Recruitment agencies
- > To plan & monitor track consolidate & report hiring of headcount
- > To prepare salary proposal & Offer Letter for Management & Non-Management staffs
- > To ensuring planned KPI's are met or exceeded
- > To assist in ensuring that the plans are cost effective

- > To liaise with event Manager to hold job advertisement in Jobstreet/Head Hunter, Career fair for headcount sourcing
- > To supervise and motivate a team of workers
- > To conduct 100% Exit Interview for all resigned employee and to generate report every end of the month
- > Taking care for the foreign worker welfare such as Fomema, Calling Visa, PLKS sticker & Clearance
- > To implement and execute Profiling & Competency Event Behavior Skills for all employees
- > To handle of the employees transportation
- > To handle the Hostel management
- > To prepare monthly Recruitment forecast
- > To plan for the Career Fair
- > To assist in participation & support the roll out of HR initiatives/projects
- > Submit monthly report to Manager/General Manager

Reason to leave: Looking for better & healthy work environment

Apr 2002 – Apr 2014 (13 yrs 1 mth)

Polar Twin Advance (M) Sdn Bhd

Position Title : Senior Administrative Officer cum Secretary to Managing Director

Industry : Semiconductor/Electronics

Work description:

*** Secretarial Matter**

- > Secretary to Managing Director handling meeting schedules, traveling and others
- > Managing expatriate issues such as accommodation, transportation and traveling matters

***Administration Matter**

- > Overall canteen administration & facility (sourcing of canteen caterer, pricing, complaint, meeting with MPSP for permit and etc)
- > Employee traveling arrangement (Example: Air ticket reservation, Hotel booking & Visa Application)
- > Overall office administration such as arranging seating location, managing office furniture, taking care of office equipment (photocopier, telephone and fax system) and office housekeeping.
- > Managing pantry and ordering of pantry items
- > Managing gym center; sauna & Gym equipment and its maintenance
- > Liaison with contract cleaner on overall factory cleanliness, housekeeping and Pest control
- > Liaison with gardener to maintain good landscaping and factory environment
- > Involve in insurance matter such as hospitalization and medical insurance
- > Handling company vehicles and its control
- > To assist & involve in HR policy setting and enforcement
- > Monitoring lobby and work of Receptionist

Reason to leave: looking for better and active business environment

1998 - 2002

Kenmec Technology Sdn Bhd

Position Title : Admin Officer

Industry : Electronics

Work description:

- > Conduct new employee orientation for all levels
- > Interview and recruitment for direct employee (Operators, Leader, QC, Store Hand and Technician)
- > Arrange vacancy advertisement (thru Jobstreet, Career Fair or sourcing transporter)
- > Managing personal file for direct employees
- > Handling payroll for direct employee and handling statutory matter such as EPF, SOCCO, PCB
- > Assist in various license applications (MPSP and MIDA)
- > Assist in Labour office issues (such as employee complaints and night shift permit)
- > Assist in Immigration issue such as Visa application, working permit application and renewal
- > Manage employee bus transportation from sourcing contractor, price negotiation, headcount arrangement, monthly claims and etc.
- > Assist in employee welfare such as surau arrangement, canteen issues, leaves record, birthday gifts, locker arrangement, medical and panel clinic, employee traveling and activities
- > Manage training planner and training claim (Majlis Pembangunan Sumber Manusia)
- > Assist in employee's problems such as grievance and complaints, disciplinary actions and counseling.
- > Submit reports such as daily attendance and manpower records, weekly van headcount report, weekly turnover reports and HR stock listing

Reason to leave: career advancement

1997 - 1998

Taihen Metal Industrial Sdn Bhd

Position Title : Human Resource Assistant

Industry : Metal stamping

Work description:

- > Update attendance & preparation of payroll for direct employees
- > Assist in employee transportation and control
- > Assist in overall human resource related works and assignments
- > Monitor works of Receptionist

Reason to leave: career advancement

1993 - 1995

Hutchison Paging Center, Kuala Lumpur

Position Title : Customer Care/Service

Industry : Tele-communication

Work description:

> Handle customer requests, enquiries and complaints

> Assist in retail sales of Pager and Hand phone

Languages (proficiency: 0 = poor, 10 = excellent)

	Spoken	Written
Bahasa Malaysia	10	10
English	9	9

Personality and strength

I think positively and believe in positive, I like to explore and involve in many new areas and learn new things. I am independent and longer working hour is accepted to get my assignment complete timely and correctly. I am cheerful and open minded. Good team player and listener.

Salary Package

Expected salary : RM3,000

Availability : 1 week notice

References

Mr. Herman Tan

Chief Financial Officer, Natingate Solution S/B

Tel: 012-471 0608

Relation: Former superior

Mr. Brandon Beh

Managing Director, AR Dynamic Tech S/B

Tel: 012-483 3683

Relation: Former colleague