



RESUME

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OBJECTIVE

To develop a lifetime in an organization that gives the opportunities to handle a challenge and adventurous task, in a highly challenging environment and at the same time could contribute to the organization's growth and expansion. Continuously focus and excellent and competency by improving skills and knowledge, contributing and growing together with a mission oriented corporation.

PERSONAL PARTICULARS

NRIC / Color	: 760714-08-5328 / Blue
Age	: 41 years
Date of birth	: 14 th July 1976
Sex	: Female
Religion / Race	: Islam / Malay
Nationality	: Malaysian
Marital Status	: Married

EDUCATIONAL BACKGROUND

June'15 – June'16	: Hospitality Management Diploma American Hotel & Lodging Educational Institute - AHLEI Sponsored by : MAHTEC (Malaysian Association of Hotels Training and Education Center)
1996 – 1998	: Diploma Computer & Management Institut Teknologi Cosmopoint
1989 – 1993	: Sijil Pelajaran Malaysia Sek. Men. Sultan Idris Shah II, Gerik, Perak

WORKING EXPERIENCE

- 1. Company** : **Naganuri Sdn. Bhd.**
Location : Setapak, Kuala Lumpur

Position : Admin Assistant
From – To : Dec'96 to Jun'97

Position : Admin & Human Resource Assistant
From – To : July'97 to Dec'98
- 2. Company** : **Tekun Asas Sdn. Bhd.**
Location : Perai, Penang

Position : Admin Clerk
From – To : Jan'99 to Mac'99

Position : Admin Assistant
From – To : Mac'99 to Apr'00

Position : Supervisor (Administration)
From – To : Apr'00 to Oct'08
- 3. Company** : **Malayan Electro Chemical Ind. Co. Sdn. Bhd.**
Location : Perai, Penang

Position : Admin & Human Resource Assistant
From – To : Oct'08 to Dec'10

Position : Admin & Human Resource Executive
From – To : Dec'10 to Mac'13
- 4. Company** : **Belum Rainforest Management Sdn. Bhd.**
Location : Gerik, Perak

Position : Admin & Human Resource Executive
From – To : Apr'13 to now

JOB DESCRIPTION

- ✓ Carrying out effective recruitment exercises/strategies and administer employment interviews in timely and efficient manner and compile and compute recruitment status and statistic accurately.
- ✓ Plan and conduct new employee orientation.
- ✓ Responsible for timely and accurate payroll computation.
- ✓ Designs and implements processes for staff benefits, policies and reward systems.
- ✓ Check and monitor leave data, overtime/ex-gratia claim, medical expenses, etc. into the system accurately and promptly and also check and monitor leave utilization is in accordance to company policy/employees' entitlement.
- ✓ Upkeep and maintain employment records of employees in orderly manner and registration for EPF and SOCSO and deregistration for SOCSO are made promptly and effective administration and coordination of performance appraisal, medical attention procedures and benefits for employees.
- ✓ Ensures all insurance coverage and claims including SOCSO claims, monitoring and follows through to ensure all claims are submitted within deadlines and approved amounts received by Company.
- ✓ Responsible to develop Training Need Analysis (TNA) as per department goal.
- ✓ Identify and manage training and development needs for employees and conducting/preparing for company training and also source for relevant trainings and liaise with Training Provider.
- ✓ Assisting Manager in handling daily work such as preparing and typing letter, memo and fax and appointment schedule with customers or suppliers and also P&C documents.
- ✓ Handling in making hotel bookings and flight ticket for all company activities such as for annual dinner, training and etc for management staff.
- ✓ Responsible in handling ISO documentation and updating the latest issue and develops SOP and related documentation in accordance to ISO standards.
- ✓ Coordinate and act in all Administration area especially related to BRR operational active vehicle licensing, governmental bodies and others. Attends to Government department inspectors / auditors, external and internal auditors as and when required.
- ✓ Advises the Sport Club and organizes Annual Staff activities and Annual HR Activity Plan.
- ✓ Assisting Manager is preparing HR budgets and other related reports.
- ✓ Any other duties as may be assigned by superior.

LANGUAGES

Competent in both – Bahasa Melayu & English

SKILLS

- ✓ Familiar with computer literate in Ms Office application such as Ms Word, Ms Excell & Ms Power Point.
- ✓ Knowledge in ISO Documentation.
- ✓ Knowledge in Employment Act & Industrial Relations Act.
- ✓ Knowledge in Socso Act & EPF Act.
- ✓ A good customer services.

PERSONAL STRENGTH

- ✓ An active, dedicated, ambitious and disciplined person.
- ✓ Able to manage time efficiently and very committed with my work to reach targeted goals.
- ✓ Motivated and able to shoulder responsibilities with high degree of initiative and aspiration to excel.
- ✓ Willing and keen to develop new skills.
- ✓ Able to work independently and under pressure.
- ✓ Dynamic team player, sense of responsibility and excellent coordinating skills.

DATE OF EMPLOYMENT

1 month notice

REFERENCE

Encik Johari B Abdul Jalil
General Manager
Mobile : 019 – 666 7226

Encik Raja Kamal Bashah B Raja Abu Bakar
Resort Operation Manager
Mobile : 012-556 6776

Encik Ahmad Azman B Osman Tajuludin
Human Resource Manager
Mobile : 012 – 437 4601