

Emyliana Adlin binti Abdurahim
No 71, Jalan Rahmat
Taman Mewah
09600 Lunas, Kedah

TO WHOM MAY CONCERN

Dear Sir/Madam

APPLICATION FOR POST OF HUMAN RESOURCE RELATED BASED JOB

As an organised and detail-orientated individual with over 7 years experiences in Human Resources and Administration, I believe my qualification match your requirement. My strength includes independent working habits and superb computer skills. My strong recruiting background, experience in human resource management and personnel retention solution as well as my success in current organisation make me an ideal candidate based on the job you are offering. Throughout my extensive career I have proven my motivation skills, operation and management skills.

My knowledge on Microsoft office such as Word, Excel, PowerPoint, have been good and even I can managed HRMS so effectively. I am looking forward a better opportunity in your company as I am a candidate with experience and a bachelor degree holder in human resource field, I have a high passion to contribute and looking for more challenges. Moreover, I am quick learner and willing to carry any task on time and perfectly. My degree program has included several courses in business and communication such as Human Resource Management, Human Resource Development, Performance Appraisal, Training and Development, Organizational Behaviour, and Occupational Safety and Health. I am confident that I will be an asset to your esteemed organization and would contribute positively.

After you examined the enclosed resume for detail of my qualifications and experience, I shall be happy to attend an interview at your convenience, and look forward to hearing from you soon. I can be contacted at the email address above or at 013-2233432 / 017-4412265. Thank you for your consideration.

Yours sincerely

Emyliana

EMYLIANA ADLIN BINTI ABDURAHIM

Encl: resume



RESUME

PERSONAL PARTICULAR

FULL NAME : EMYLIANA ADLIN BINTI ABDURAHIM
DATE OF BIRTH : 01 JUN 1985
AGE : 32 YEARS OLD
NRIC : 850601-02-5950
POSTAL ADDRESS : NO. 71, JALAN RAHMAT,
TAMAN MEWAH,
09600, LUNAS,
KEDAH DARUL AMAN.
HEALTH : EXCELLENT/NORMAL
GENDER : FEMALE
NATIONALITY : MALAYSIAN
MARITAL STATUS : SINGLE
CONTACT NUMBER : 013-2233432 / 04-4843272
EMAIL : adlinemyliana@yahoo.com
EXPECTED SALARY : RM 3800 (Negotiable)

SKILLS & ABILITIES & QUALIFICATION

1. Has the ability in using Microsoft Office
2. Able to speak and write proficiently in Bahasa Malaysia and fair in English
3. Good interpersonal skills, self motivated, independent, pleasant personality, love to learn new knowledge and ambitious
4. Able to do several researches, interview regarding of management and career development of well-known organization
5. Able working under pressure
6. Qualified as Internal Audit

EDUCATION

1. **University Malaysia Sarawak (UNIMAS), Kota Samarahan.**
Bachelor of Science with Honours Human Resource Development
Current CGPA: 2.72
2. **Multimedia College, Jalan Semarak, Kuala Lumpur**
Diploma Multimedia Business Computing (April 2003 – August 2005)
CGPA: 2.72
3. **SMK Kulim, Kedah**
Sijil Pelajaran Malaysia (SPM) Attended class of January 2001 – Disember 2002

ACTIVITIES, ACHIEVEMENTS & HONORS

1. Secretariat Bunga Raya College (Hostel) - University Malaysia Sarawak (2007)
2. Facilitator for Islamic Leadership Seminar (31 August – 02 September 2007)
Sarawak Practice Center (JAKIM), Sarawak
3. Committee of “Walkaton for National Day FSKPM” - University Malaysia Sarawak (2007)
4. Vice President Prefect - SMK Kulim (2002)
5. Prefect - SMK Kulim (1999-2002)
6. Member of: Softball Club – SMK Kulim (2001-2002)

PUBLIC INTERACTION

1. Attended “The Mind Seminar: Mind and Intelligence for the Empowerment of Industry, Technology and Community”.
2. Joined “Program Rakan Muda Wawasan Desa IPT 2007” at Kampung Semera, Asajaya organized by Pejabat Belia dan Sukan Bahagian Samarahan.
3. Attended “Program Seminar Seranta Peringkat Pejabat Perkeso Kulim” organized by Pejabat Perkeso Kulim.
4. Attended Workshop “All You Need to Know about Discipline and Disciplinary Procedures” organized by FMM Institute.
5. Joined the TEAM Building program “Together Everyone Achieves More (TEAM)” organized by XcelLearn Resources Bhd.

EXPERIENCE

1. Human Resource Officer PPH Printing & Packaging (Kulim) Sdn Bhd 6 January 2010 – until present

1. Recruitment

- Conduct the recruitment process according to organizational requirement
- Conduct the induction program for all new employees

2. Personnel Activities

- To maintain personal files for all employees
- To ensure the process of Bank A/C application for each worker is performed by subordinate according to organizational requirement
- To ensure the process Tax, Social Security enrolment for each worker is performed by subordinate according to Government Regulations
- To ensure the issuing of employees badges for new workers is performed by the subordinate according to organizational requirement

3. Human Resource Management System

- To implement and maintain the HRMS according to respective work instruction

4. Daily Attendance Record

- To ensure the daily attendance in HRMS for each employees is maintained by subordinate according to the real incident
- To ensure the process of receiving Manual Attendance Record (MAR), OT application form, annual leave and sick leave application are update on time

5. To issue the following for employees:

- Employee Appointment Letter
- Confirmation Letter
- Extension of Probation letter

- Salary Revision letter
- Transfer of department letter
- Preparing correspondence/memo/notice

6. Training Records

- To compile Training Plan & Schedule according to training needs identified by Department Heads
- To implement training upon OM's approval
- To ensure training are conducted according to TPS
- To maintain and update a proper records on training as per organizational requirement
- To ensure subordinates to carry out training activities as per Work Instruction

7. Performance Appraisal

- To plan and manage the performance appraisal annually and or at the time when it is necessary
- To administrate the process of annual increment for staff and workers according to appraisal result

8. Salary payment for employees

- To process and distribute monthly salary (advance and end-month) to employees
- To print and verify the following monthly reports:
 - Employees Payroll Data
 - Employees Salary Slip
 - End-month payroll summary
 - To generate Tax listing
 - To Social Security listing
 - To print monthly OT details and do analysis and inform OM

9. Submission of Monthly Report to HQ

- Daily / Weekly / Monthly OT report
- Weekly KPI report for AL, PL, MC, UL, LC, ABS
- Medical Expenses
- Monthly Tax Deduction report
- Monthly Social Security Contribution Report

10. Bonus Arrangement

- Prepared the employees details for Bonus Listing upon GM approval
- To ensure subordinates the delivery of bonus is paid according to the pre-determined date

11. Hostel

- Manage and prepared the rental agreement between company and owner
- Control the water and electricity hostel bills

12. Administration Function

~ Dealing with Government sector

- Custom
- 13. Prepare report for CJ5 and CJP2
- 14. Sub-cont report
- 15. Treasury report (MIDA)
 - Jabatan Keselamatan dan Kesihatan Pekerjaan (JKKP)
- 16. Prepare the document for register new machine
- 17. As a secretary OSHA, prepare the minute meeting and report
- 18. Prepare accident report for JKKP
- 19. Control the validity the certificate expired date
 - Pejabat Perkeso
- 20. Prepare report accident
- 21. Follow up the status cases submit to SOCSO
 - Pejabat Tenaga Kerja (JTK)
 - Kementerian Kesihatan Malaysia – Cawangan Farmasi
 - Kementerian Hasil dalam Negeri

<ul style="list-style-type: none"> • Jabatan Bomba <p>22. Hostel</p> <ul style="list-style-type: none"> • Manage and prepared the rental agreement between company and owner • Control the water and electricity hostel bills <p>23. Preparation of ISO 9001:2015 std & ISO 14001:2015 std document for HR side</p>
<p>2. Industry Practical Penang Port Sdn. Bhd 5 May 2008 – 4 July 2008</p>
<p>3. Kinder garden Teacher Tadika Cerdik Minda Kulim November 2005 – April 2006</p>

<p>REFERENCES</p>

Che Puan Binti Abdullah
Gov & Gen Affairs Manager
PPH Printing & Packaging (Penang) Sdn. Bhd
Plot 468 & 482 Jalan Perusahaan Baru
Prai Industrial Estate
13600 Prai, Penang
04- 3901501/ 019 - 4400057

Nur Rabiatul Firdaus Binti Shaari
Admin Executive
Nur Distribution Sdn Bhd
012 - 5075060