



SITI MARYAM BINTI RAMLI

1. Contact Info

Permanent Address : No 10 Jalan Genting 10/KU4, Taman Kelana, Rantau Panjang,
42100 Klang, Selangor.
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Email : qishimanikin@gmail.com

2. Personal Particulars

Age : 32 years
Date of Birth : 04th January 1984
Nationality : Malaysian
Gender : Female
Marital Status : Married
IC No. : 840104-10-5408
Religion : Islam
Permanent Residence : Malaysia

3. Education Qualifications

Profesional Certificate of Architechure.

Field of Studies : Architecture.
Major : Designing
Institute/University : Politeknik Sultan Haji Ahmad Shah (Polisas), Pahang.
Graduate on : April 2005.

Primary/Secondary School/S.P.M/"O" Level

Field of Study : Electric & Electronic Engineering.
Major : Electric & electronic.
Institute/University : Sekolah Menengah Teknik Johor Bahru.
Graduate on : December 2001.

4. Working Experiences

a) Prorise Engineering Sdn Bhd (MNC)

Type of Business : Oil & Gas, Power Plant
Specialization : Steel Structure and Mechanical Installation
Period : August 2014 till presents
Designation : Project Administrator
Position Level : Senior
Salary : RM 6,500.00
Reasons for leaving : End of Contract

Work Descriptions (Excel & manual)

- Employee relations, including managing absence, disciplinaries, grievances and sickness
- Responsible for all human resource function i.e preparing appointment letter, transfer, documentation and others
- Dealing with complex disciplinary / grievance and hr issues
- Ensuring all company policies and procedures are up to date in line with current employment law
- Liaise with government or other related agencies
- Strong controllership on expense, inventory management , account receivable, credit control and purchasing
- To ensure monthly payroll processing is completed timely and accurately
- To check and verify reimbursement claim and payment
- To up date and maintain HR record & liaise with government bodies on all statutory requirements and monthly payment submission
- Responsible for foreign worker permit application and renewal
- Conduct orientation for office and operation staff
- To coordinate training activities, registration and maintain training records include yearly team building and company trip

b) Tamadam Warehouse Berhad (MNC) Subsidiary of Brahim's Holdings Berhad

Type of Business : Warehousing & Logistic
Specialization : Services
Period : August 2010 till August 2014 (4 years)
Designation : Sr. HR Executive
Position Level : Management
Salary : RM 4300.00
Reasons for leaving : Career advancement and better offer

Work Descriptions (HR2000 - QUICKPAY)

- **Payroll**
 - Timely processing of monthly employees payroll, EPF, SOCSO, Income Tax and HRDF payment.
 - Prepare monthly payroll reports and submit to HQ.
 - Liaise with the relevant authority on matters related to payroll such as EPF, SOCSO, Income Tax and HRDF.
 - Ensure all payroll transactions, documentation, filing system and backup were properly documented and executed
- **General HR**
 - Responsible for the full spectrum of Human Resource functions.
 - Responsible for all human resource operation functions i.e. preparing appointment letter, transfer, confirmation, promotion, staff movement documentations, acceptance of resignation and others.
 - Custodian of the staff personal files, employees database upkeep and periodic movement update.

- To ensure all related HR policies and procedures are properly followed and implemented, compliance to all statutory requirements pertaining to HR such as Employment Act, Industrial Relations Act, etc.
- Attend to all queries with regards to staff matters i.e. leave, attendance, payroll, compensation and benefits.
- Review exercise and performance bonus/ incentive payment/ appraisal exercise.
- To monitor and ensure outsource security comply with company regulations
- To ensure all company/transport license updated and properly documented.
- To monitor and ensure all bill and assessment are mainly file and well updated.
- Directly work with all HOD and reporting to Vice president & Board of Director
- Closely collaborate with Account Manager
- **Recruitment**
 - Responsible for the full cycle of recruitment process right from the manpower requisition stage to advertisement, interviewing, hiring and offering.
 - Post positions to appropriate internet sources such as Job Street & other alternate sources.
 - Surveys on labour market and develops specific recommendations for review by management.
- **Training & Development**
 - To plan, organize/conduct and implement a wide range of relevant indoor and outdoor training activities for new or current staff.
 - To Organize/conduct yearly team building
 - To planning TNA, organize training and claim/submit all training to HRDF include monitor and report for HRDF matters.
 - To develop, implement, maintain and improve company Training Needs Analysis (TNA) for all level of staff
 - To develop plant wide year learning plan
- **Compensation and Benefits**
 - Manage compensation and benefits policies such as insurance and medical benefits.
 - Manage employee welfare
- **ISO**
 - Compliance all documentation and filling pertaining to ISO
 - Ensure all department compliance and do audit for internally
 - To take up lead on process compliance of training system for ISO related audit.(internal&external)
 - Familiar with OHSAS
- **Employee Relation**
 - Assist in monitoring employee discipline, employment law and industrial relation matters.Ensure effective HR communications by updating policies and practices to staff.
- **Administration**
 - Provide consistent and equitable Administration programs to ensure a healthy, fair and productive working climate
 - In charge of all administration matters including purchasing department
 - To maintain all license such transport, MPK, KASTAM
- **Foreign Worker**
 - Prepare payroll for them(2 times in a month)
 - Prepare advance once in a month

- To monitor closely their Visa, passport and insurance for yearly renewal and file updated
- Air ticket booking for those worker want to going back hometown
- Preparing year by year for foreigner worker letter and documentation (bank guarantee, bank draft, payment form
- Make arrangement for Levy, PLKS , FOMEMA
- Leasing with JTK for applying certificate
- Leasing with embassy (Bangladesh&Nepal)
- To sport check their room and controll their usage of water and electricity

c) Klang Executive Club- KEC.

Type of Business : Club and Hospitality

Specialization : Services

Period : July 2007 till July 2010 (3 years)

Designation : HR Executive

Position Level : Junior

Salary : RM 3188.00++

Reasons for leaving : An opportunity for a better career advancement in other industry

Work Description(70 foreigner workers + 300 Local workers EASY PAY SYSTEM)

- Process monthly payroll for staff which include salary, overtime, sales commissions, incentives, bonuses, benefits, taxes and various payroll deductions as well as maintain payroll record
- To ensure payroll is accurate and delivered on a timely manner
- Prepare bank auto crediting diskettes / payment
- Coordinate and liaise with statutory bodies on all aspects of statutory management;
- Manage queries regarding statutory contributions and other related matters from all levels of employees
- Ensure payment to the statutory boards are processed on time and accurate with prompt payment
- Meticulous in preparing and checking all payroll reports.
- To be responsible for system data management of updating, maintaining, and safe keeping of employees personal files and payroll records
- To handle performance and compensation management, which consists of performance appraisal, annual salary review, and bonus
- To assist in the day-to-day operations of the HR departments and personnel administration
- Any other tasks assigned by superior
- Other add-hoc projects assigned from time to time
- Assist HR team monthly training for staff and manager
- Provide support in recruitment and selection, compensation & benefits and staff administration matters in the delivery of HR programs and services.
- Responsible for the recruitment and selection process to ensure that staffing criteria and requirements are met.
- Manage the database of candidates and interns.
- Manage the interns staffing with all tertiary institutions.
- Handle the new employees and interns orientation.
- Administer HR processes in recruitment and exit clearance, employee performance management, employee compensation and benefits cum welfare, employee training management, employee relations, maintenance and payroll administration.
- Responsible for HR projects or programs initiate by the HR Manager or General Manager.

d) Foowood International Sdn Bhd, Klang.

Type of Business : Manufacturing
Specialization : Wood, Door & Timber products
Period : March 2006 till June 2007 (1 year ++)
Designation : HR Assistant
Position Level : Senior Assistant
Salary : RM 1545.00 ++
Reasons for leaving : Looking for a better prospects

Work Description

i).Preparation of monthly salary & salary report

- 600 foreigner workers +100 Local workers (BOSS PAYROLL SYSTEM)

- Handling of foreign workers deduction permit
- Prepared calculation for advance salary
- Prepared attendance form by dept
- Prepare OT form by dept
- Checking overtime & attendance
- Calculate salary and wages
- Preparation of salary
- Prepare advance in mid month

ii).Statutory requirement

- EPF – Registration, document correspondence & claim
- SOCSO – Registration, document correspondence & claim
- PCB - Registration, document correspondence
- Prepared EA Form (end year)

iii).Reporting

- Payroll report (monthly)
- Overtime & allowance (monthly)
- Total working hours (monthly)
- Report Bonus & Angpau paid (yearly)
- Evaluation report (monthly)
- Medical claim report (monthly)
- Insurance report (monthly)
- Headcount report (monthly)
- Security report (weekly)
- Hostel checking (monthly)

iv).Data base & data processing record

- Open new account for new staff
- Update employee personal record
- Preparing & checking the employee confirmation period
- Process payment (salary) for those going to resign
- Updating staff transfer record
- Preparing punch card
- Leasing with immigration on work permit for foreigners
- Air ticket booking for those worker want to going back hometown
- ISO documentation – preparing for all department
- Preparing year by year for foreigner worker letter and documentation (bank guarantee, bank draft, payment form, MLVK certificate –year 6 to up
- Make arrangement for Levy, PLKS , FOMEMA
- Leasing with MLVK (JPK) for applying MLVK certificate
- Leasing with embassy (Bangladesh, Nepal, Pakistan, Vietnam & Myanmar)

v)Prepared Annual Leave Form

- Update and record annual leave

- Update and checking replacement leave
- Control and approve annual leave
- Calculate annual leave

e) Avillion Hotel (Port Dickson)

Type of Business : Hotel Management
 Specialization : Clerical/General Administration
 Period : June 2005 – March 2006 (8 month ++)
 Designation : HR Assistant
 Position Level : Fresh/Entry Level
 Salary : RM 1365.00++
 Reasons for leaving : End of Contract

Work Description(100 foreigner workers +300 Local workers (UBS SYSTEM)

- Responsible for daily HR function, Payroll and admin function
- Attend to staff queries regarding staff benefits and other relevant employee benefit programmes
- Assist head of department to ensure all personnel administrative matters are executed timely and efficiently. This includes issuance of offer letters, promotion, confirmation, end of contract, disciplinary or other relevant HR administrative matters,
- To provide an efficient administration structure.
- Manage birthday batch function by monthly, Farewell party, dinner and other function.
- Training matters (registration,claim)
- Entertains walk in candidate
- Update record all staff time to time and monitoring all leaves staff
- Preparing recruitment all HR matters – call candidate & arrangement for interview

f). IR Architect

Position Title : Trainee
 Specialization : Architectural Designer
 Industry : Architecture
 Duration : June 2003 – December 2003 (6 month)
 Monthly Allow. : RM 900.00

Work Description

1. Designing & Prepared all Working Drawing.
 - Double & Single Storey Bungalow
 - Apartment & Condominium
 - Industrial Factory
2. Interior & Exterior Designer.
3. Liaise with Government Agencies to Ensure the Building are designed as required Building & designing by Law Act.
4. Assist Senior Designer and architect to ensure all drawing are complete and ready timely.

f) Sylverstonne Tyres Group

Type of Business : Workshop
Specialization : Clerical/General Administration
Period : December 2001 – May 2002 (5 month)
Designation : Receptionist/Admin Assistant
Position Level : Fresh/Entry Level
Salary : RM 700.0.00
Reasons for leaving : Further Study

Work Description

1. Handling incoming and outgoing calls/faxes
2. Taking message, typing letters, weekly report, filling system, stationary stock control
3. General admin duties

5. Languages Written & Spoken

<u>Language</u>	<u>Spoken</u>	<u>Written</u>
English	Excellent	Excellent
Bahasa Melayu	Excellent	Excellent

6. Hobbies & Interests

traveling, baking and reading novel

7. Personal Strengths

I can conclude myself as a good team in an organization, I always work hard towards quality work performance, my positive attitude is driven with proper time management skills and energetic all the times. I am also a very dependable person as I never hesitate to work late. I also have a good working attitude, self motivated, strong, discipline and meticulous. Able to communicate with various levels of people. Able to work in fast pace environment. Willing to take up challenge and stress. Aggressive, Independent, Self Starter, Outgoing and Result Oriented person.

8. Referees

1. Name : Mr. Ahmad Zamzainuri
Position : Project Manager at Prorise Engineering Sdn Bhd
Contact no. : 012 2289050
2. Name : Khairol bin Abdullah
Position : Group HR Manager at Chiyoda
Contact no. : 019 6811409
3. Name : Cheam Heng Cheang
Position : Managing Director, Tamadam
4. Name : Andy Ching Kian Hoe
Position : Group Accountant, Brahim's Holdings Berhad