

RESUME

PERSONAL PARTICULAR

Name : Leong Jin Jin



D.O.B : 18 June 1985

Gender : Female

Nationality : Malaysian

EDUCATION

1992-1997 Sekolah Rendah Kebangsaan Marian Convent Air Panas, Kuala Lumpur - UPSR

1998-2002 Sekolah Menengah (P) Air Panas, Kuala Lumpur - PMR & SPM

2003-2005 Flamingo Institute - Diploma in Hotel & Catering Management

2015-2017 University of Southern Queensland – Master in Business Administration
with a Specialisation in Strategic Human Resource Management

Computer Skill

Window XP applications

Microsoft Office

Staff Detail Manager, Winz Leave, Manflex, Payflex and atCom

Payroll Plus TAS by Kenexa 2x BrassRing

Activity Accounting Management System (AAMS)

Language and Proficiency

English Written and Spoken

Bahasa Malaysia Written and Spoken

Mandarin Spoken

Cantonese Spoken

Additional Information

Period of Notice : 2 months

Reference : Will be provided upon request

WORK EXPERIENCES

Silverlake Symmetri (Malaysia) Sdn Bhd

Manager, Human Resource Business Partner (1 January 2022 till current)

Assistant Manager, Human Resource Business Partner (21 February 2020 till 31 December 2021)

Responsible for executing Group's strategic HR plans and delivers best practice HR services

Strategies and implement employer branding initiatives to build strong talent pipelines to build positive employment life-cycle and align performance management systems with compensation structure

Develop compensation plans, strategic solutions to meet workforce demands and labor force trends

Involved in employee development strategy, succession planning and professional development, from conducting training needs analysis to coordination of learning opportunities (LinkedIn Learning and outsource training programmes)

Continuous enhancement and implement HR Standard Operation Procedures, Employee Handbook and Company Policies to uphold efficiency and effectiveness of HR operations

Implement SOP in compliance with government requirement on Covid-19 related

Payroll management and administration include compliance to statutory requirement and SGX rulings

Preparation of monthly / quarterly HR reporting as required by business

Support continuous improvement initiatives and / or audits to enhance the quality & efficiency of processes

Monitor negotiations for group health care benefits.

Primary contact for legal counsel in risk mitigation activities and litigation pertaining to employee relations matters

Responsible and conduct workplace investigating and resolving workplace issues & employee complaints

Oversees Admin Department of overall office facilities.

Ampmech Sdn Bhd

Assistant Human Resource Manager (1 May 2018 till 21 February 2020)

Senior Human Resource Executive (1 July 2015 till 30 April 2018)

Human Resource Executive (3 October 2011 till 30 June 2015)

Manage overall recruitment activities including job posting, liaise with recruitment agencies, screening & short listing CV, coordination and sit in interviews, participate & prepare job offer/package, administrate new intake preparation, and exit interview

On-boarding and orientation - Conduct HR, Finance and Communication Skill session

Database - Manage, update and maintain for recruitment, leave application, training records; and personnel files

Documentation - Prepare relevant documentation on employees insurance claim, benefits, salary review and adjustment, resignation, employees monthly claim, travelling requisition and other HR related matters

Employee insurance – Verify, update and check employee yearly renewal, monthly movement, claim, credit/debit notes

Verify all employees outpatient medical and dental expenses

Payroll - Processing monthly payroll and statutory contributions (EFP, SOCSO, EIS & LHDN) and year-end requirement such as issuance of EA Form, Tax Deduction Form and Companies BE Form

Involve in implementing HR policies and procedures in line with the company's business goals and objectives (Providing analysis and comparison within current market)

Manage warehouse stationery (Purchase/Stock Request)

Manage Ampmech Recreational Club activities

BP Business Service Centre Asia Sdn Bhd

Recruitment Executive (May 2010 till September 2011 - contract basis)

Engage hiring managers on vacancies to prepare for internal and/or external job advertisements using various channels as appropriate (through BP's recruitment system - Kenexa, media advertising, employee referrals etc)

Manage recruitment agencies - communicate resource requirement, obtain CVs, monitor agencies performance

Collate applications, conduct pre-screening and short-listing of suitable candidates

Engage hiring managers, team leads, agencies, applicants to co-ordinate interviews, selection and secure approvals for job offers

Maintain up-to date recruitment database Deliver offer package

Administrate pre-employment medical check-up and background vetting with third parties company

Coordinate and oversee Onboarding Program for new joiners (Attendees, Room setup)

Liase with Finance and HR on Recruitment fees/charges, buyout notice and etc. charged to related cost centre

Involve in Continuous Improvement – Six Sigma, yellow belt project

Tang Department Store Trading Sdn Bhd Executive,

Human Resource (May 2008 – May 2010)

Recruitment - selection of operation associates and liaison with Head of Department (interview)

In charge selecting and recruiting of all part-time associates

Administrate and send out announcement on associates promotion and transfer, Birthday voucher

Monitor business card ordering for associates

Committee in E-Team (to address the Company's employees turnover issues, Go- Green (implementing recycle environment from the office), yearly event, eg. Annual Dance and Dinner, Christmas Party and Long Service Award

Responsible for day to day running of the Human Resources ensuring and administration systems and company policies and procedures are followed.

Assist Manager to prepare report or detail as required on Yearly Headcount Budget and HR Payroll Cost

Processing monthly payroll for all associates and monitor on part time payroll Preparing all relevant payroll and statutory reports

Submitting monthly statutory contributions (EFP, SOCSO, HRD Levy & PCB) Conduct pre-orientation session to new hire & part timer

Handle Insurance claims, updating associates name list and arrange Insurance briefing for associate.

Assist in Annual Increment, Ex-gratia and Performance Incentive calculation and reports

The Westin Kuala Lumpur Hotel & Residences

Team Leader – Human Resources (May 2007 – April 2008)

Coordinator – Human Resources (November 2004 –April 2007)

Responsible for day to day running of the Human Resources ensuring and administration systems and company policies and procedures are followed

To carry put duties assigned by the Director - Human Resources and Assistant Manager - Human Resources related to personnel matters

Handle all recruitment and termination process (coordinate interview, interview, deliver job offer and exit interview)

Disseminate vacant position to all Starwood property within Malaysia

Administrate associates confirmation, promotion and transfer

Assist in administration of visa application for overseas trainees and new recruits

Prepare administration as necessary in order to organize Birthday/Associates

Gathering on monthly basis and up-date associates notice board

Prepare and assist as necessary in registering new associate for Insurance and hospitalization, admission into hospital, new parent, Associate Recognition

Programme and yearly event, eg. Family Day and Yearly Award

Maintain a high confidentiality of associate's personal records; all relevant forms and correspondence must be filed in their file accordingly.

Administrate associate annual leave, medical leave, public holidays

Administrate and issue name badge, ID card, appointment letter, register EPF for new associates

Supervise and monitor associates lockers in regard to cleanliness, key control and discipline

Does reference check with past employer and police vetting on shortlist candidates

Purchase and order item through EAM Wincheck system or Purchase Request/Purchase Order

Industrial Training in The Westin Kuala Lumpur - Trainee (August 2004 – November 2004) Human Resource Assistant

Front Office, Agent – Guest Service

Food & Beverage Service, Qba – Hostess