



SIVANESAMALAR ANNIAPPAN

MANAGER – HR – 24+ YEARS

HR Operations ~ Organisational Development ~ Strategic Planning ~ Best Practices

Highly experienced and accomplished Human Resource Manager, professional with a record of innovation, achievement and rapid promotion through HR leadership ranks

Highly Effective Human Resource Manager with over 15 years of experience specializing in establishing productive business relationships and resolving critical human capital business issues. Offering an array of skills in accurate employee job performances assessment, recommending and implementing action plan strategies to meet HR needs, interdepartmental coordination, consultative relationship building, coaching, training, communication and schedule planning. Proven ability to successfully multi task in a dynamic, fast-paced environment while meeting all deadlines

Complete Human Resources Manager – for both turnaround and high – growth manufacturing and production.
Learning & Development – Launching programs to build high – performance workforce and develop future leaders.
Change Management – for HR initiatives, organizational development, HRIS technology, Introducing cloud software and corporate transformations

AREAS OF EXPERTISE

<i>HR Operations</i>	<i>Time & Resource Management</i>	<i>Payroll Management</i>
<i>Strategic Planning & Execution</i>	<i>Conflict Resolution</i>	<i>Compensation & Benefits</i>
<i>Organizational Development</i>	<i>Employee Engagement / Retention</i>	<i>Legal, Regulatory & Statutory</i>
<i>Recruitment Life Cycle</i>	<i>Manpower Planning / Utilization</i>	<i>Compliance</i>
<i>Developing Policies & Procedures</i>	<i>Personnel Administration</i>	<i>Orientation</i>
<i>Performance Management</i>	<i>Employee Welfare</i>	<i>Training & Development</i>
<i>Rewards & Recognition System</i>	<i>Succession Planning</i>	<i>Capacity Utilization / Management</i>
<i>Grievance Handling</i>	<i>Employee & Industrial Relations</i>	<i>Competency Mapping</i>

NOTEWORTHY CREDITS

@ Meiban Energy Services Sdn Bhd

- Credit of successfully setting up new Hr department involving complete operations
- Set up the recruitment process, design the C & B structures and design the initial Job Descriptions including roles and responsibilities.
- Proactively assisted in achieving – API Q1 renewal certification for the company
- Relocation set up & statutory license application
- Overseas logistic dept - import, export , LMW transaction, subcon application, F9 submission
- Spearheaded efforts to ensure and enhance health & safety measures for employee at onset of the Covid-19 pandemic.

Reporting Line – Executive Vice President

Industry – Manufacturer for Oil & Gas downhole / completion components

Singapore based company

Last drawn salary – RM 10,000.00

Reason for leaving – Limited growth & non compliance with Malaysia Law

@ A1 Custom Coat Solutions Sdn Bhd

- Credit of successfully setting up new Hr, Finance & Logistic department involving complete operations
- Set up the recruitment process, design the C & B structures and design the initial Job Descriptions including roles and responsibilities.
- Oversees the accounting, Logistic and etc
- Proactively assisted in achieving - ISO 9001, ISO 14001 & OHSAS 18001 certification for the company

#Reporting Line – Managing Director
Industry – Provide anti corrosion & thermal protective coating for Oil & Gas Industry
UK based company
Last drawn salary – RM 10,000.00
Reason for leaving – company closed down in Malaysia

@ Freelance

- Newly startup company – HR and government related matter
- Set up the recruitment process, design the C & B structures and design the initial Job Descriptions including roles and responsibilities.
- Implemented and work efficiency of the department and etc

@ CRC – Evans Pipeline International Sdn Bhd

- Credit of successfully setting up the new HR department involving complete operations
- Successfully implemented and improved work efficiency of the department
- Proactively assisted in achieving ISO 9001, ISO 14001 and ISO 18001 certification for the company
- To support Malaysia, Indonesia, UK & USA entity – HR operations, salary management & shadow payroll, tax equalization & expatriates passes.

Reporting Line – Managing Director/HRBP based in UK & Doted Line Manager – Malaysia Regional Operations Manager

Industry – Pipeline construction & Inspection companies
US based company and acquired by Stanley Black & Decker – Fortune 500 American company)
Last drawn salary – RM 9,750.00
Reason for leaving – company closed down in Malaysia

@ Kerry Business Group (UK Based Company)

- Successfully established the HRSS department right from scratch and implemented HRSS policies & procedures to support APAC Countries
- Skillfully integrated multiple cultures in the organization
- Accountable for the operational delivery HR Services, aligned with the People Strategy, partnering with the HR Business Partners and Centres of Expertise
- Lead the team through a period of change, evolving the services to enable HR Operations to deliver a high quality centralized transactional services to the business
- Drive a culture of process improvement, a tight focus on data integrity and excellent services to managers and employees.
- Manage the relocation package & tax clearance, expatriates passes, dependent passes, student passes, insurance(outpatient /Inpatient), correspondence
- Key participation in transformation activities in driving changes for operational efficiency across related operational areas.

Reporting Line – HR Vice President
Industry – Manufacturing of nutrition ingredients (Food)
UK based company
Last drawn salary – RM 5,500.00
Reason for leaving – Opportunity to work in Oil & Gas Industry, new challenge with better career growth

@ Dan Kaffe

- Introduced employee self-service thereby resulting in improved work efficiency
- Achieved excellent results during ISO 9001 & HACCP & FSSC 22000 & Halal audits
- Successfully improved the appraisal system, employee discipline and punctuality
- Union experienced with Collective Agreement

Reporting Line – Managing Director

Industry – Manufacturing of coffee powder (Food)

Japan based company

Last drawn salary – RM 5,000.00

Reason for leaving – New challenge to handle APAC countries

ORGANIZATIONAL SCAN

CAREER PATH	DURATION
Manager – HR, MEIBAN ENERGY SERVICES SDN BHD	Nov' 19 – Dec 20
Manager – HR, A1 CUSTOM COAT SOLUTIONS SDN BHD	Jan'17 – June 2019
Freelance Project – HR & ADMIN	Dec'15 – Dec'16
Manager – HR, CRC - EVANS PIPELINE INTERNATIONAL SDN BHD	Jun'13 – 20 Sept' 15
HR Team Lead - APAC, KERRY GROUP BUSINESS SERVICES (ASPAC) SDN BHD	Oct'12 – Jun'13
Asst. Manager – HR & General Affairs, DAN KAFFE (M) SDN BHD	Apr'09 – Sep'12

Oversee gamut of tasks related to recruitment, on-boarding, off-boarding, staff issues & discipline, counseling & coaching, welfare, workforce planning, maintenance of monthly & annual HR reporting, attendance & payroll supervision, wage administration, leave administration including annual employee satisfaction survey preparation & execution, full administrative support, F & F settlements, compliance with local legislation, policy development and enforcement, consultation, talent development and performance management cycle.

Spearhead complete HR functions for the Indonesian company including preparing salary summary for KPMG, Indonesia for salary computation in line with legal requirements, preparing terms & conditions of employment and issue employment as well as daily worker contracts in compliance with Indonesia Labor Laws and other relevant member guidelines; ensure design and management of competitive & appropriate compensation & benefit policies for all employees including short-term / contract employees in emergencies; conduct compensation reviews, compute cost of living allowance, formulate and implement employee benefit schemes and insurance packages and periodically review best practices.

HR Management:

- Conceive, establish and drive implementation of workforce planning, acquisition, talent management and employee engagement strategies
- Develop systems to manage human resources functions and provide strategic planning. Foster culture of continuous learning through creation of training programs
- Work in close collaboration with the management in facilitating continued professional development of skilled individual contributors
- Design employee manual covering issues including disciplinary procedures, code of conduct, safety and security policy information
- Provide extensive support to both onshore and offshore Oil & Gas projects paper works (Boiset, Safety passport application, medical)
- Prepare application / cancellation of MACS, Visa, PVP and Employment Pass for each entity in the region
- Dealing with local council, dosh, doe (eSWIS), JTK, BOMBA, MITI, MIDA, MOF, Immigration, MOH (APM, CPMC, NADM, IRB (tax matter for company & expatriate)

Strategic Planning & Execution:

- Plan, design and formulate departmental programs, policy systems & procedures and oversee their effective implementation
- Maintain a healthy organization and staff emphasizing on culture as well as objectives by initiating organizational development activities and counselling personnel

- Always ensure all personnel / organizational policies are communicated to all employees
- Direct staff welfare policies with key focus on enhancing employee motivation ensuring optimum and effective utilization of funds in providing a pleasant work environment

Performance Management:

- Conceptualize & implement policies for effective management of available human resources and development of human capital across the organization
- Monitor the appraisal process across all levels and establish framework for substantiating performance appraisal system and loyalty programs linked to reward management
- Monitor performance of multi-skilled work force and develop an appropriate reward and recognition system
- Devise creative, cost-effective incentives & morale-boosting programs to increase employee satisfaction

Compensation, Benefits & Payroll Management:

- Ensure all employees get benefits as per their grades and HR policies on time like Workmen Compensation, Medical Insurance, Bonuses and other allowances
- Oversee preparation and processing of payroll for all employees on a monthly basis
- Ensure circulation of salary and wages slips and depositing the same in individual employees accounts on time
- Address all employees' grievances related to salary and wages
- Take care of Payrolls, time card submittals, vacations and sick accrual calculations and employee data changes

Recruitment, Training & Development

- Identify manpower requirements and plan/manage the complete recruitment life cycle for sourcing the best talent from diverse sources
- Conceive/implement induction programs for employees and regular training to enhance skill sets & multitasking to meet changing environments
- Identify training needs across all levels by mapping skills required for particular positions and analyzing existing level of competencies
- Build rapport and motivate resources at all levels in order to expand their capabilities to achieve individual as well as organizational goals

Logistic

- Handle import & export documentation – CIPL, Cert Of Origin
- Custom related matter, LMW, monthly report, subcon application, GPB to GPB, F9 declaration, renewal
- Free trade zone application, bonded procedure
- Project Mob/Demob -Medical test, boiset/shell/petronas/CIDB pass application & renewal, Safety permit /Seaman card application, Crew management for offshore/onshore/spoolbase project

Previous Assignments

CAREER PATH	DURATION
Executive – HR & Admin , TS FOOD INDUSTRY SDN. BHD	Jan'07 – Mar'09
Administrator , RYOSHINDOH MANUFACTURING SDN. BHD	Jun'03 – Oct'06
Admin Officer , SOON YEE PLASTIC RESIN MANUFACTURING SDN. BHD	Nov'97 – May'03
Purchase Officer , NITACO SDN. BHD	Feb'93 – Oct'97

ACADEMIA, TRAININGS

- Safety & Health Officer Certification from Federation of Malaysia Manufacturers in 2016
- Certificate in Human Resource & Industrial Relations from Federation of Malaysia Manufacturers in 2005
- Bachelors Degree in Business Administration / Management from Southern Pacific University, USA in 2005
- Trainings on GST and Tax Compliance

PERSONAL DOSSIER

Date of Birth: 08th May, 1974
Age : 47 years
Marital Status : Married with 2 kids
Linguistic Proficiency: English and Malay
Nationality: Malaysian