

PADMAVATHY ENKEDROWS



HUMAN RESOURCES MANAGER

Innovative HR professional with broad knowledge and a proven history of success in demonstrable experience in changing work environments and the effects associated in the HR area by implementing strategic improvements, creating productive business partnerships, and providing value to employers of MNC in Malaysia. Possesses comprehensive skills across all facets of the HR function and principle, with demonstrated strength in evaluating processes and determining cost-effective solutions to increase efficiency and improve accuracy. A Bachelor with honors in Human Resources combines academic achievement with professional experience to lay the foundation for developing and implementing programs focused on achieving international and local organizational goals and needs.

HUMAN RESOURCES COMPETENCIES

Recruitment & Retention - Performance Management - Policies & Procedures - Compliance
Security Management - Payroll – M&A - Change Management - Talent Acquisition -
Employment Law - Project Management - Benefits & Compensation - Systems & Process
Improvement - Employee Relations - Conflict Management & Problem Solving - Global
Mobility - Discrete and Ethical

TECHNICAL SKILLS

Pro-Business - ETime - PC Payroll - Payroll Conversion - ADP Windows – Professional MS Office
– HRIS - American Payroll - Kronos - ADP HR Profile – Report Writer – SAP -WorkDay

PROFESSIONAL EXPERIENCE

BAKER HUGHES CORPORATION – Kuala Lumpur, MY

May 2020 – 2014

<International full stream oil field industrial>

MANAGER - HUMAN RESOURCES: GLOBAL FINANCE SSC + OPERATION & SUPPLY CHAIN

Acted as strategic Human Resource Business Partner with each functional groups Directors and Senior Manager of Supply Chain (Malaysia & Singapore Manufacturing & Warehouse with 350 employee), Finance (Global Finance Center APAC with 500 employees) and Operation (Pressure Pumping APAC) + Digital Solution in lead business requirement as advisor, consultant to management for full spectrum of HR function including M&A due diligence, Recruitment, Staffing, Training & Development, Talent Acquisition, Compensation & Benefit, Payroll Management, Performance Management, HRIS, Employee Engagement/Relation, Retention, Talent Mobilization etc. in create, develop, implement and manage improved HR strategies, services, policies and programs to support workforce during a downward trend and large-scale turnaround effort.

- Contributed to senior level M&A decisions: supporting initial analysis through due diligence and subsequent integration. Enable business growth by assessing HR culture and people issues – along with employee benefits plan and liabilities, compensation program, employment contracts and policies, legal exposure, new business objective and talent impacts.
- Led change management initiatives including implementing new performance management processes, flexible work arrangements, job realignment, employee

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involvement, and team building projects - driving creation of new business services teams reducing inefficiencies and improving performance.

- Project manages plant divestiture between BH GBS + 3rdparty business partner Accenture and re-employment (120 BH GBS staffs to Accenture) for smooth business support continuity.
- Worked in close partnership with Lead Finance Director to streamline and transform multiple worldwide Global Finance Centers (26) functions workforce group centralized in Kuala Lumpur and Budapest Center.
- Acting as Centre of Expertise on all global mobility topics, including compensation, tax, expatriate policies and assignment benefits, designing a full scale and flexible global mobility program, with multiple third-party providers in various international locations, develop and deliver training to business teams on immigration, relocation, assignments, and timing of immigration processes and relevant business impact (Accomplishment: Mobilized talent from Dubai, Africa, Aberdeen, and other US states – developed and deployed attractive international C&B pack align with local market to attract talent pool into Malaysia startup center. Successfully worked with external vendor (Fragomen & PWC) in review and negotiate various contract on annual basis regards global mobility cost element (Immigration, Airlines, Lodging, Rental Car, Moves) by moved ~150 employees from multiple countries into Malaysia with annual saving to company \$100,000 to company.
- Realigned compensation and salary based on performance management pay scale, spearheaded value-add employee recognition and awards programs.
- Championed in re-invented first Finance Internship Program emphasis on internship benefits and result towards Finance GSC growth among new generation. 25 university internship return to permanent employment program in BH.
- Provided HR Leadership during the period of implementing new recruitment, staffing and workforce development program to meet tight hiring and business centralization timeframe (within 9 months increase workforce from 200 to 500).
- Established solid working relationships with senior leaders and provided guidance and communication related HR related programs to managers and employees in support of development of functions divisions internationally with perfect integration among country Directors and senior managers.
- Provides training to other HR Generalists in Share Service Center and handles special projects by country level requirement : Lead and anticipated in policy development and cross-divisional HR teams in handle more complex assignments with supervisory responsibility
- Manage and lead country level regulator labour relation and industrial anticipation with Authority and government – country SMA.
- Provided expert support and guidance to senior management to convey aptitude and support in various ranges including workforce planning, on boarding, employee retention, employee relations, management coaching, performance improvement plans (PIP) and change management and streamlined the process of improvement. Executed ~200 Retrenchment (MSS) cases with zero country level employee escalation.

CINCHLOE ELECTRICAL ENGINEERING – Penang, MY

2014-2012

<Privately owned electrical service provider>

MANAGER - HUMAN RESOURCES

Directs human resources, administration, payroll, safety and security department operations including supervision of 6 executive staffs. Key contact in human resources and administrator matters for over 200 employees. Processed payroll using ADP.

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- Researched, developed and implemented security policies and procedures to effectively prevent piracy. Quickly gained knowledge to understand and complete ISO audit and Sarbanes Oxley for compliance.
- Developed and implemented over 10 ISO-approved human resources and payroll forms.
- Liaised with union representatives to investigate and finalize employee grievances.
- Created numerous documents to improve company communication including: an employee handbook, and policies and procedures for exempt and non-exempt employees.
- Coached managers in HR matters involving employee recruitment, performance, and discipline.
- Recognized the need for greater safety measures; implemented safety policies and partnered with outside resources.
- Spearheaded processes and improvements related to employee recruitment and retention; developed an orientation for new employees and utilized creativity to improve employee retention programs.

INTEL TECHNOLOGY (M) SDN BHD – Penang/Kulim, MY

2012-2006

<Semiconductor manufacturing and service provider>

HR OF PAYROLL & BUSINESS MANAGEMENT SHARED SERVICE CENTRE

Managed Global Europe Region Countries (26 countries) Shared Service Centre transformation project to Malaysia about 2 years in human resources payroll and benefit functions with working team consist of 10 analysts, 5000+ employees, and outsourced payroll vendor ADP. Maintained employee files, processed master files, and input new deductions; prepared special reports, managed A/R collections for payroll; 100% pay delivery with ZERO defect and 98% customer satisfaction feedback; researched and resolved client account problems under GENI system of record. Content expert for multiple countries processes in P&B able to represent the region for the assigned project/system implementation as well as HR Outsourcing (HRO) Knowledge Transfer Team Member for Malaysia & Europe Region Countries and HR Advisory & Services Centre Team Member in Intel Malaysia SSC. Lead & design new sustainable and improvement processes (more than 50 processes) with controls incorporated SLA & SPEC for multiple Europe countries through Lean: Business Process Management (BPM) principle practice.

MANUFACTURING INTEGRATOR

Managed and integrated about 4 years CPU (CuMine - Atom), and DiePrep entire manufacturing process and environment towards meeting maximum business target with zero safety and quality impact. Well handshake and collaborate with all stakeholder from local and VF level. Proactively advise and lead team consist multilevel stakeholders toward effective & efficient problem solution on excursion and production limitation resources (human/tool downtime). Well hands-on and active in delivering adhoc project improvement and challenging task such as reducing Cycle Time, Shutdown Kulim Facilities, delivery BIC as listed below:

- Project Coordinator for Kulim Intel Factory Shutdown Start-up between multi-level stakeholders with ZERO Safety & Quality recorded & met 100% LIPAS without compromising any shipment for backlog line items shipment for backlog line items with saved ROI ~RM700K.
- Project Manager for improvement deployment proliferation of SDD Tool/system (tool & System that store finish good optimization) across Intel ATM Virtual Factory

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comprehending cost saving under yield loss for avoidance scraping valuable materials (<10units) from USD\$300k to ~ZERO with tremendous VF consolidation accomplishment of cost saving with ~USD\$5.7M.

- Manufacturing primary representative/presenter (specific product/segments dedicated MI) for all support groups requires meetings, line execution and excursion to lead success Build Plan execution strategy and departmental KPI indicators.
- Project Coordinator in Virtual Factory meetings to proliferate Best Know Methods and achieve Copy Exactly (CE!) goal thru min 4 days vs 7days Cycle Time (CT) of WIP and process management towards LEAN & 5S practices.

EDUCATION

BACHELOR OF HUMAN RESOURCES MANAGEMENT WITH HONOURS

- UNIVERSITY UTARA MALAYSIA (2002 - 2005)

Emphasis: Human Resource Management

Available immediately