



THURGA CHANARAN

PROFILE



Notice : 2 months
Languages : English & Malay
Nationality : Malaysian

CAREER OBJECTIVE

Detail oriented professional with 6+ years of experience and a proven knowledge of Human Resources Business Partner. Aiming to leverage skills to successfully fill the Compensation & Benefits Specialist role at your company.

ADDITIONAL SKILLS

- Oracle PeopleSoft
- Workday
- SAP Integrated
- Microsoft Office
- PayScale
- Coaching
 - Compensation & Benefits,
 - Negotiation Skills,
 - Interpersonal Skills,
 - Change Management,
 - Design Thinking Analysis

EDUCATION

- December 2015 • **UNITAR INTERNATIONAL UNIVERSITY**
- Master in Business Administration
 - Majoring in Management with GPA 3.09
 - Kelana Jaya, Kuala Lumpur
- September 2013 • **UNIVERSITY MALAYSIA PERLIS**
- Bachelor in Business
 - Majoring in International Business with GPA 2.95
 - Kangar, Perlis

PROFESSIONAL EXPERIENCE

BAKER HUGHES SERVICES MALAYSIA

Position : Compensation Benefits Specialist

Duration : June 2021 - Currently

Job Description

- Support managers & HRBPs by providing salary proposal for recruitment and promotion based on pay philosophy of the company. Example: internal equity, compa-ratio, market benchmarking using PayScale system and job evaluation up to managerial level.
- Support managers in providing related data and analysis for employee salary adjustment, increment and bonus exercise. Example: KPI, benefits, job evaluation
- Discuss and review bonus plan for each job band level
- Verify and analyze expatriate relocation to ensure allowance is within entitlement limit. Ie: Relocation allowance & relocation support
- Responsible to furnish and validate salary data collation for annual PayScale salary survey on yearly basis for KL Office
- Completed Employment Agreement in Workday once the verbal offer accepted
- Communicate with Total Rewards and HRD for any ad-hoc salary approve

Contribution / Project

- Project : NAM Region Compensation & Benefits process migration activity
- Trainer & Advisor WORKDAY, PAYSACLE for NAM Comp Team within HR KL Global Center

BAKER HUGHES SERVICES MALAYSIA

Position : Senior People Operations Specialist

Duration : November 2019 - June 2021

Job Description

- Point of contact for all HR matters such as benefits, general policy queries and employee Life cycle activities. Involved handling of all HR/staff queries in areas such as benefits, general policy queries and other employment related aspects with eye attention to detail, whilst implementing actions through the Baker Hughes HR system or alternatively through the global HR case management system.
- Handling employees relocation activity and coordinate their work permit application / cancellation globally
- Demonstrate high proficiency in HR processes, policies and standard operating procedures

- Facelifted and provide advise on day-to-day HR related transactions including promotions, salary changes end of employments, one-time payments, verification of employment and employee inquiries.
- Providing advice and prepare the paperwork for staff (transfers, promotions, remuneration changes, assignments, and other related human resources transactions).
- Providing resolution of employee discipline, termination issues, and providing consultant to build up the employee performance and develop the HR process.
- Engaging with hiring manager and relevant parties to help resolve any of employees life cycle issue / activities

Contribution / Project

- Project : APAC Region HR process migration activity
- Project : NAM Region HR process migration activity
- Trainer & Advisor for WORKDAY for NAM Team members within HR KL Global Center
- Trainer for SAP training for new join

SHELL BUSINESS OPERATIONS

Position : HR Advisor

Duration : October 2018 - October 2019

Job Description

- Managing-International Transfer, Domestic Transfers (for expatriates), Repatriation (as focal point) and Termination activities as sending and/or receiving advisor
- Providing expatriate HR Services to ensure that transfers of staff and families from/to Shell companies in the relevant region are handled efficiently and in accordance with Group Policy, meeting specified KPI's
- Providing end-to-end coordination of the transfer activities involved with a Long-Term International Assignment (LTIA), Short-Term International Assignment (STIA) or International Commuter Assignment (ICA)
- Accountable for all activities relating to a transfer case, ensuring that other parties involved and provide the required support to the transfer
- Co-ordination of relocation services through relocation consultant (general orientation, home search, school search)
- Liaising directly with employees and service suppliers and take ownership of a transfer case according to Active Case management principles
- Escalate complex cases and queries appropriately on expatriate policy to the Tier 2 Subject Matter Experts
- Handling-off support of expatriates to Transactional Services Advisors when "settled" criteria have been met

STMICROELECTRONICS SDN BHD

Position : Human Resources Officer

Duration : February 2016 - September 2018

TALENT ACQUISITION & EMPLOYER BRANDING

Job Description

- Responsible for end-end recruitment process by source potential candidates through different channels (Jobstreet.com, career fair, recruitment agencies & etc. Provide solutions on vacancies which are difficult to attract candidates.
- Building the sourcing plan and ensuring broad access and awareness to open positions through internet, networking sites and social media
- Involved in recruitment activities such as participate in various career fair
- Work closely with universities lecturer, student bodies, career services to build strong relationship in order to get potential candidates for internship & entry level position (fresh graduates).
- Conduct career talks to build stronger bond with the students for future collaboration as the potential employees of the company.
- Participate campus fairs actively.
- Organize industrial visits to the company for students.
- In charge of strategizing the branding of the company as a potential employer to the public and also to reach out to more potential candidates.
- Main person in charge of all employer-branding related activities (Career Fair, Job Advertisement Publishing, Networking and etc.).
- Conduct induction program for new employees upon joining the company
- Handle group of expatriate's recruitment matters such as dealing with Immigration Department for application submission, work permit application/renewal
- Visa & permit application, managing all related documents for immigration purposes.
- Understand Malaysian Immigration requirement pertaining to recruit foreign professional workers.
- Preparation of weekly report, turnover report
- Done "Lean Project for indirect hiring to reduce process time and lead time"

PAYROLL

Job Description

- Support payroll team to handle payroll for 4300 employees in manufacturing plant
- Able to complete work within deadlines
- Able to produce reports and pertaining to payroll and headcount
- Done a small project by implement “kiosk” for the employee to check their attendance and salary by them.

EMPLOYEE RELATIONS, ENGAGEMENT & COMMUNICATIONS

Job Description

- Plan and execute company activities such as Annual Dinner, CSR, and any related company programs
- Review and re-design of HR Policies, procedure and processes based on current market practice.
- Be part of internal audit team to monitor on compliance and adherence based on the SOPs, policies.
- Carry out internal HR communication (internal emails, announcement and corporate website)
- Acts as coordinator for the Human Resources activities that assigned for each month.

COMPENSATION & BENEFIT

Job Description

- Design and deliver of compensation and benefits frameworks and programs for the service recipient. Perform competitive analysis of compensation & benefits and assist to develop compensation & benefits program and policies (employee assistance program, health benefits program)
- Manage full cycle of salary review management (compensation survey, salary bench making, salary budget allocation, annual salary review cycle exercise and application of annual salary review budgets.
- Coordinate employee development plans and salary adjustment exercises.
- Manage the organization’s employee database and prepare reports.
- Produce and submit reports on general HR activity.
- Assist with budget monitoring and payroll

Projects

- Setup a “Payroll Kiosk” for employee to check and review their pay details and pay slips
- Involve hiring events and arrange training with HRDF for engineer to be participate
- Done “Lean Project for indirect hiring to reduce process time and lead time” (Payroll)