

CHONG PUI YEE, JOEY

Manager, Human Resources

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Working Experience

Nov 2017 - Present

Manager, HR Services & Rewards & Performance

ANN JOO GROUP | Petaling Jaya, Malaysia

Industry Manufacturing / Industrial products

Specialization Human Resources

- Managing senior management monthly payroll processing, movements and daily transactions.
- Work closely with Finance and Group Secretarial in Director Remuneration reporting for company annual report.
- Responsible for the completion and maintenance of the HR annual budget.
- Administer stock options and bonus plans.
- Manage annual salary reviews, database preparation, communication and delivery & ensure effectiveness of the performance management system.
- Conduct market analysis / survey, developing of new salary structure and job grading.
- Involving of streamlining payroll and claims processes.
- Exploring on TPA and insurance for employees' medical benefits.
- Monitor the effectiveness of existing compensation policies, guidelines and procedures implementing plan revision as well as new plans which are cost effective and consistent with compensation trends and corporate objectives.
- Any other project implementation.

May 2017 – Oct 2017 (6 months)

Manager, Rewards & Performance

COURTS (M) SDN BHD | Kuala Lumpur, Malaysia

Industry Retail

Specialization Human Resources

- Monitor the effectiveness of existing compensation policies, guidelines and procedures; implementing new plans which are cost effective and consistent with compensation trends and corporate objectives.
- Manage annual salary reviews, database preparation, communication and delivery.
- Design and administer incentive, sales compensation/incentive/commission and bonus plans.
- Review and refine the company's incentive schemes and annual performance bonus schemes.
- Responsible for the completion and maintenance of the HR annual budget.
- Work closely with the stockholders to ensure each line limit is appropriately budgeted.
- Use various methods and techniques and make data-based decisions on direct financial, indirect financial and nonfinancial compensations.
- Conduct ongoing research into emerging trends, issues and best practices.
- Conduct periodic audits and prepare reports.

Oct 2016 – May 2017 (8 months)**Manager, Rewards & Performance****TAN CHONG GROUP | Kuala Lumpur, Malaysia**

Industry Automobile / Automotive Ancillary / Vehicle

Specialization Human Resources

- Involved in new HRIS – SuccessFactor (SF – SAP) implementation for Compensation module.
- Manage and review compensation & benefits plan, policies to ensure market competitiveness and cost effectiveness in retaining talent.
- Conduct market benchmarking surveys on total rewards and best practices.
- Review and monitor the current performance management systems to link to reward effectively.
- Review and revise on the current medical benefits – Change of insurance provider & TPA.
- Review current salary structure for Sales / Non-sales / Manufacturing.
- Advises managers on individual salary treatment & hiring, confirmation adjustment, counter offers and adhoc promotion.
- Developing of rewards tools ie: package calculator, mobility premium package calculator, tracking system for medical implementation by using excel.
- Annual review exercise - prepare bonus & increment proposal for Malaysia & Indochina countries.
- Supporting Indochina (Thailand, Vietnam, Cambodia, Laos & Myanmar) - Employee Handbook, International Mobility Policy, secondees management, Medical/Insurance.
- Any advisory needed for business operation on HR related matters.

Oct 2015 – Sept 2016 (12 months)**Assistant Manager, Human Resources Business Partner****TAN CHONG GROUP | Kuala Lumpur, Malaysia**

Industry Automobile / Automotive Ancillary / Vehicle

Specialization Human Resources

- Liaison person for business on full spectrum of HR matters for support functions.
- Leading the annual review process in preparing the for bonus and increment guidelines & proposal.
- Assist in new HR system implementation – SuccessFactors
- Any other adhoc daily HR operations issues.

Apr 2015 – Sept 2015 (6 months)**Assistant Manager, Rewards & Performance
Ramsay Sime Darby Healthcare | Selangor, Malaysia**

Industry Healthcare / Medical
Specialization Human Resources

- Carried out Job evaluation together with the external consultant & division heads.
- Review & revise the salary structure according to this dynamic environment.
- Review the current medical benefits, assist in the implementation.
- Monitors competitive trends in compensation and benefits and evaluates alternatives and costs, develop appropriate proposal / recommendations and assist in implementation; salary analysis for retention program.
- Analyses costs and competitive trends in cash rewards and benefits programs.
- Implement Market Competitiveness Study - prepares data and participates in surveys and in reviews of data, present the findings & recommendations of salary benchmarking.
- Annual review exercise - collects market information and prepare bonus & increment proposal.

Jul 2012 - Mar 2015 (2 years 8 months)**Assistant Manager, Strategic Rewards & Performance Management
TC Management Services Corporation Sdn Bhd (A subsidiary of TAN CHONG GROUP)**

Industry Automobile / Automotive Ancillary / Vehicle
Specialization Human Resources

- Involved in new HRIS – SuccessFactor (SF – SAP) implementation for Performance module.
- Monitors competitive trends in compensation and benefits and evaluates alternatives and costs, i.e.: minimum wage cost analysis - develop appropriate proposal / recommendations to business units (BUs) and assist in implementation; salary analysis for retention program.
- Analyses costs and competitive trends in cash rewards and benefits programs and identifies the organization's position, i.e.: salary benchmarking; develop FlexiBen proposal & framework.
- Implement Market Competitiveness Study - participated in surveys, present the findings & recommendations of salary benchmarking to the Heads of BUs.
- Advises managers on individual salary treatment & hiring, confirmation adjustment, counter offers and promotion.
- Development of rewards tools and benefits policy, ie: cool calling for market benchmarking; design & develop hiring guide, promotion guide & annual review templates.
- Annual review exercise - collects market information and prepare bonus & increment proposal.

Other responsibilities:

1. HR BR role for 2 business units
 2. Involve in developing of training material
- Other adhoc assignments: Long Service awards, Chairman Awards, Festive Celebrations, etc.

Feb 2011 - Jun 2012 (1 year 4 months)

Senior Executive, Strategic Rewards & Performance Management

Edaran Tan Chong Motor Sdn Bhd (A subsidiary of TAN CHONG GROUP)

Industry Automobile / Automotive Ancillary / Vehicle
Specialization Human Resources

- To provide analytical and administrative support during the rewards planning process by participating in remuneration surveys, data consolidation and review.
- To provide job evaluation support for new or revised jobs by ensuring jobs are valued fairly and in an equitable manner within the organization.
- To provide administrative support during the annual review in terms of coming out with the appropriate increment & bonus guideline using budget simulation program.
- To extract the relevant information from the HR information systems which is accurate and up-to-date information at all times for rewards analysis jobs.
- To assist in the communication of and provide training to existing and new employees on the Performance Management System's processes and policies
- To support, manage and continuously improve performance management and evaluation, and rewards systems that are aligned with industry standards and support the achievement of company's strategic objectives.
- To perform all aspects of company rewards system / policies.
- To assist in implementing rewards strategies & programs to ensure market competitiveness.
- To support in developing client solutions and recommendations related to rewards.
- To provide deep insights and meaningful client information from data collated.
- To support business units on annual review proposal for Top Management approval.

Sep 2009 - Feb 2011 (1 year 5 months)

Executive, Talent Acquisition

Edaran Tan Chong Motor Sdn Bhd (A subsidiary of TAN CHONG GROUP)

Industry Automobile / Automotive Ancillary / Vehicle
Specialization Human Resources

- Handling sourcing, matching, pre-screening and interviewing potential candidates for the hiring managers.
- Arranging and participating career fair – i.e.: JobStreet Career Fair, ACCA Fair, UTAR Fair and many other career fairs organized by the Universities.
- Prepare employment letters.

Mar 2008 - Aug 2009 (1 year 5 months)

Officer, HR & Admin

Malaysian Hoya Lens Sdn Bhd

Industry Manufacturing / Production

Specialization Manufacturing/Production Operations

- Payroll processing by using FlexHR System
- Conduct induction training for new staff
- Liaise and organise ISO training with the training provider (ISO 9001, IOS 14001 and ISO 18001)
- Issue show caused letter and warning letter for the issue of habitual late, fighting and absent without valid reason
- Monitoring staff attendance on weekly basis
- Arranging company annual trip/dinner
- Assist in yearly performance appraisal
- Liaise with agent on foreign workers contract & work permit renewal.
- Update annual leave records; verify MC by liaise with the panel doctor
- Stationery control, lab uniform, lab shoe, locker & hostel key arrangement

Additional role:

A qualified First Aider (FA0607/09/1371) who has successfully completed the knowledge and skill evaluations for Basic Occupational First Aid and CPR Course.

Secretary for the ISO 18001 Occupational Safety and Health.

A qualified internal auditor for the ISO 9001, 14001 and 18001 to audit company's operations.

Apr 2005 - Dec 2005 (8 months)

General Administration

CeraPrint Premiums Sdn Bhd

Industry Manufacturing / Production

Specialization Clerical/Administrative Support

- Clerical/Administrative Support, and also trained as indoor sales and accounts clerk.
- Join a training program of Quick Book accounting software.

I'm also joining the company gifts and premiums exhibition activities in KLCC.

(PART-TIME JOB BEFORE PURSUE MY BACHELOR DEGREE)

Education

2007 - 2008	University Tunku Abdul Rahman Bachelor's Degree in Business Studies/Administration/Management Malaysia Major Administration Grade Grade B/2nd Class Upper
2004 - 2005	Kolej Tunku Abdul Rahman Diploma in Human Resource Management Malaysia Major Human Resource Management Grade Grade B/2nd Class Upper

Languages

Proficiency level: 0 - Poor, 10 – Excellent

Language	Spoken	Written
Chinese	9	8
Bahasa Malaysia	8	8
English	7	8

Additional Info

Expected Salary MYR

Preferred Work Location Kuala Lumpur, Selangor

About Me

Gender	Female
Age	37
Telephone Number	(+60) 012-228 9766
Address	No. 33, Jalan Rasmi 2, Taman Rasmi Jaya, 68000, Ampang, Selangor, Malaysia
Nationality	Malaysia
Expected Basic Salary	RM11,000 (Subject to the total remuneration package)
Notice period	3 months