

**RESUME OF
MR. ALEXANDER AUGUSTINE SEOW WAI KHONG**



CONTACT INFORMATION

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58000 Kuala Lumpur.
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Email : AlexanderAugustine.Seow@gmail.com

PERSONAL PARTICULARS

Age : 35 years old
Date of Birth : 26th MAY 1988
Nationality : Malaysian
Gender : Male
Permanent Residence: Malaysia
Current Residence : Kuala Lumpur, Malaysia

HIGHEST QUALIFICATION

Degree

Field of Study : Bachelor of Business (Hons) in Human Resources Mgt.
Major : Human Resources Management
Institute/University : Open University Malaysia
Grade : On – going
Started Date : September 2019
Graduation Date : Estimated December 2025

English Language Achievement Certificate

Field of Study : English Language
Major : Read, Write and Speak
Institute/University : British Council Malaysia Campus
Grade : Intermediate
Graduation Date : February 2012

Diploma

Field of Study : Hotel and Tourism Management
Major : Hospitality
Institute/University : Sunway University College
Grade : A
Graduation Date : July 2010 (Incomplete)

2nd HIGHEST ACADEMIC QUALIFICATION**High School**

Institution/School : Catholic High School
Graduation Date : Dec 2005
Years Attended : Jan 2001 – Dec 2005

Primary School

Institution/School : Davidson Primary School
Graduation Date : Dec 2000
Years Attended : Jan 1995 – Dec 2000

WORKING EXPERIENCED**1. Ingredion APAC EMEA Shared Services Sdn Bhd
(Ingredion Incorporated)**

Position Title : Total Rewards and Payroll Manager (APAC & EMEA)
Position Level : Managerial
Specialization : Compensation & Benefits and Payroll
Industry : Global Ingredients Solutions (Food Company)
Duration : 12 December 2022 to Current

No. Of Team Members reporting: Nine (9) Persons

2. Flash Malaysia Express Sdn Bhd (Flash Express)

Position Title : People Management Manager
Position Level : Managerial
Specialization : HR & Office Administration, Organization Design and People Management
Industry : Logistics
Duration : 13 July 2022 to 30 November 2022

People Management Manager (August 2022 to 30 November 2022)

Role and Responsibilities:

❖ Additional roles. Overlook on Organization Design (OD) unit and People Management (PPM) unit.

People Services Admin Manager (July 2022 to August 2022)

Role and Responsibilities:

- ❖ Lead HR Service through operational excellence and continuous process improvement.
- ❖ Reviewing and planning ways to streamline administrative processes
- ❖ Ensure accuracy and integrity of all data managed and maintained
- ❖ Partner to align peers and team-mates on core and common ways of working, process improvements and initiatives
- ❖ Partner cross functional to address operational requirements and compliance
- ❖ Investigate and resolve complex issues that arise regarding policies, processes, and practices
- ❖ Ensure compliance to all audits, certification, HR policy and Employee Handbooks
- ❖ Overseeing staff performance and developing ways to maximize productivity
- ❖ Managing administrative & team budget
- ❖ Ensuring that all administrative activities adhere to the company policies and guidelines
- ❖ Supervising office maintenance and renovation activities

No. Of Team Members reporting: Twelve (12) Persons

3. McConnell Dowell (Malaysia) Sdn Bhd

Position Title : Assistant HR Services Manager
Position Level : Managerial
Specialization : Expat Visa, International Recruitment & Interview, Salary Payroll, HR System

Industry : Construction Engineering
Duration : 3 May 2021 to 31 October 2021

Role and Responsibilities:

HR and Payroll Operation for Malaysia, Philippine and Singapore

- ❖ Develop and engage the assigned HR Services Team ensuring highest standard of support are provided to employees and the business
- ❖ Continuous improvement on HR administration and process for country assigned
- ❖ Ensure all payroll for assigned country is processed in timely and accurately manner
- ❖ Ensure data integrity and accuracy in HRIS
- ❖ Ensure standard operating procedure is developed for HR Services Manager to review
- ❖ Ensure team member is following the procedure as outlined in approved SOP for payroll processing
- ❖ Ensure resources are adequately assigned and trained to handle any emergency situation
- ❖ Advance knowledge on payroll processes for country assigned
- ❖ Identify system error and work closely with system consultant to implement fix
- ❖ Work closely with finance team to capture employment cost accurately and recharges are completed on time
- ❖ Actively support HR Services Manager from time to time
- ❖ Ensure all statutory requirements are met
- ❖ Ensure all foreign employee work permit is valid
- ❖ Evaluate, propose and assist in development of benefits policies, i.e.: Medical Insurance
- ❖ Liaise person on statutory issue with government bodies
- ❖ Working directly with stakeholder to address HR related issue
- ❖ Assist on Annual Remuneration Review exercise
- ❖ Assist with country payroll migration

No. Of Team Members reporting: Two (2) persons

4. MCIS Insurances Berhad (MCIS Life)

Position Title : Human Resources Operation Manager
Position Level : Managerial
Industry : Banking & Financial (Insurance)
Duration : 3 September 2019 to 2 May 2021

Role and Responsibilities:

- ❖ Talent Acquisition

1. Responsible in managing the administration of recruitment activities such as shortlisting, scheduling and interview candidates, facilitate assessment, employment screening, pre-employment medical check-up, job offer, follow up closely with hiring managers and HRBP on all hiring needs
2. Build strong relationship with hiring managers and HRBP to ensure hiring timelines are met
3. Be the ambassador of employer branding when liaising with external parties such as potential candidates, colleges or universities, TPA and vendors
4. Actively promote the Company as employer of choice by participating in career seminars and regular updates in social media platforms and web page with collaboration with Digital Sales & Marketing Department
5. Submit statutory reporting to BNM on time
6. Ensure accurate and timely key in or new hires' data in HR system
7. Administer the on-boarding, confirmation and exit processes
8. Participate in annual manpower planning and budgeting

❖ Compensation & Benefits (C&B)

1. Responsible in processing monthly payroll and statutory contributions to meet salary payment timeline with 100% accuracy
2. Liaise closely with TPA on medical benefits and generate monthly medical costing report with analysis and trends for monthly management reporting
3. Provide consultations to employees in matter relating to their benefits entitlement to ensure adherence to policies and guidelines
4. Work closely with COE in responding to employees' enquiry on C&B matters
5. Ensure data accuracy in HR system
6. Perform compensation analytics for management reporting

❖ Learning & Development (L&D)

1. Responsible in managing the administration of learning and development to ensure full compliance to operating guidelines
2. Ensure training requests are processed timely and training evaluations are completed and updated on time
3. Participate in Training Needs Analysis (TNA) with heads of departments
4. Upkeep of L&D spending and ensure expenses are within budget & participate in annual budget by discussing with head of divisions their learning needs
5. Monitor employees' training hours and learning investment done on employees to comply with BNM requirements
6. Ensure data accuracy in training administration module in HR system
7. Provide monthly update on L&D activities to management and statutory bodies

❖ Industrial & Employee Relations (IR/ER)

1. Work closely with COE in matters relating to industrial and employee relations
2. Participate or lead employee engagement activities such as annual team building, dinner and other ad-hoc events organized by HR

3. Assist in employee grievances and disciplinary matters

❖ Management

1. Coach and mentor a team of HR operations to ensure adherence to timelines in order to meet KPIs
2. Continuous improvement on work processes
3. Trouble shoot challenges in HR system by working closely with system vendors
4. Ensure completeness of HR documentation for audit purposes
5. Participate or lead ad-hoc HR projects as directed by Head of HR

No. Of Team Members reporting: Four (4) persons

5. China Construction Bank (Malaysia) Berhad - (HR Pioneer)

Position Title	: Senior Manager, BOD Affairs & HR
Position Level	: Managerial
Specialization	: Expat Visa, International Recruitment & Interview, Salary Payroll, On/Off-Boarding Specialist
Industry	: Banking & Financial
Duration	: 13 November 2017 to 30 September 2019

Role and Responsibilities:

- ❖ Handle full spectrum of human resource functions which include payroll, recruitment, compensation & benefit, employee relations, employee welfare, employee benefits payment and expatriate Visa Management.
- ❖ Responsible for monthly payroll, EPF, SESCO and Income Tax Administration to ensure that payments are calculated efficiently and paid out in timely manner.
- ❖ Handle all leave, medical and attendance, and time managements for all staffs.
- ❖ Recruit all level of personnel from permanent senior management to internship as well.
- ❖ Work closely with Bank Negara Malaysia (Central Bank Of Malaysia) in regards of notification of new employee, organization chart changed as well as expatriate management.
- ❖ Handle disciplinary issues, staff counselling and others industrial/employee relations.
- ❖ Maintaining effective relationships with all level of employees to build a stimulating and supportive working environment.

6. China Petroleum Pipeline Malaysia - (HR Pioneer) – Kuala Lumpur Known as CPP Petroleum Engineering (M) Sdn Bhd

Position Title	: Senior Human Resources Executive
Position Level	: Executive/Management

Specialization : Expat Visa, International Recruitment & Interview,
Salary Payroll, On/Off-Boarding Specialist
Industry : Oil & Gas (Petroleum)
Duration : 5th September 2016 to 11th November 2017

Role and Responsibilities:

- ❖ Handle full spectrum of human resource functions which include payroll, recruitment, compensation & benefit, employee relations, employee welfare, training & development.
- ❖ Setup company's rules and regulations, policy, guidelines and directive.
- ❖ Responsible for monthly payroll, EPF, SESCO and Income Tax Administration to ensure that payments are calculated efficiently and paid out in timely manner.
- ❖ Handle all leave, medical and attendance, and time managements for all staffs.
- ❖ Setup and update HR handbook from time to time in line with company benefits.
- ❖ Responsible for setup Training and Development programmes in line with HRDF or other external service provider for training internal staff and increasing competency and in-house capability.
- ❖ Responsible for employee welfare, and internal employee relations within the guildliness of Malaysian Labour Law.
- ❖ To provide support for interim procurement of goods and services for all departments.
- ❖ Any others ad-hoc duties as and when assigned by Superior from time to time.

7. Sinopec Engineering Group Malaysia

– Travel between Kuala Lumpur & Pengerang, Johor.

Position Title : Human Resources Executive
Position Level : Executive/Management
Specialization : Expat Visa, International Recruitment & Interview,
Salary Payroll
Industry : Oil & Gas (Petroleum)
Duration : 1st November 2015 to 17th March 2016 (Contract)

Role and Responsibilities:-

- ❖ Handle full spectrum of human resource functions which include payroll, recruitment, compensation & benefit, employee relations, employee welfare, training & development.

- ❖ Update and to ensure full conformance and compliance of statutory requirements, company's rules and regulations, policy, guidelines and directive.
- ❖ Recruit according to the manpower planning budget, administer recruitment and selection process and activities; allocate human resources, ensure appropriate matches for the vacancies.
- ❖ Ensure the finalized candidates to go for pre-employment medical check-up, provide the report on the medical results prior the job candidates commence work.
- ❖ Prepare HR related correspondences and ensuring that all documentations are well supported and others HR related matter.
- ❖ Monitor and ensure site staff's CIDB license application and renewal, keep staff's CIDB license and green card record in the file.
- ❖ Monitor and ensure all employee movements are administered on a timely basis such as staff confirmation, contract renewal, end contract, retirement, transfer and etc.
- ❖ Maintain staff records, updated employee database, manage leave records & maintain an organized retrieval systems for both soft and hard copy.
- ❖ Record and check employees' medical reimbursement is in accordance to the existing company policy.
- ❖ Check and verify all outgoing and incoming letters / documents. Draft letters, memo, and other HR correspondence pertaining to related responsibilities.
- ❖ Prepare and monitor payment processing on all HR related matters.
- ❖ Conduct annual training needs analysis and develop annual training plan and budget based on corporate goals and objectives.
- ❖ Ensure training programs are conducted as per annual training plan and within training budget. Analyze the training effectiveness by conducting training evaluation and post-training monitoring.

8. TRI7 Solutions Inc.

– Travel between Makati, Philippines and Poipet, Cambodia

Position Title : Human Resources & Admin Executive
 Position Level : Junior Executive
 Specialization : Expat Visa, International Recruitment & Interview,
 Salary Payroll
 Industry : Online Gambling
 Duration : May 2014 to September 2015 (Contract)

Role and Responsibilities: -

❖ **Visa Processes – Expat Employees**

1. Responsible for all immigration issues and operations, remaining up to date with any changes to legislation.
2. Liaising/deal with the external parties, such as: agencies & lawyer for all concerning visa processes.
3. Manage and oversee all aspects of the visa and immigration service, ensuring that the process runs smoothly.
4. Oversee the completion of all visa/immigration related documents with ensure that they are received within the time limit set by the government.
5. Provide advice/information for all visa related matters.

❖ **International Recruitment & Interview**

1. Support the full life-cycle recruitment processes.
2. Confer with hiring manager to identify hiring needs and document details search assignments to ensure an understanding of the JD and business requirements.
3. Conduct screening interviews, create shortlists for hiring managers and coordinate skills behavioral interviews and validation interviews and manage all scheduling and logistics of all interviews between candidates and hiring managers.
4. Build and maintain a strong and effective candidate pipeline possessing key talent potentially available for immediate hiring and for succession planning.
5. Develop and maintain a network of contacts to help identify and source qualified candidates.
6. Perform administrative task to complete candidates on-boarding process e.g. turn-over of documents, on-board requirements, coordinating with admin, and send on-boarding notices to the hiring manager.

❖ **On-Boarding & Off-Boarding – International and Local Employees**

1. On-Boarding: Assists the New employees or Return employees to join our company by prepare and inspect the job application form, bank account opening, Application of company ID, Company Email and other internal IT Services.
2. Off-Boarding: Responsible conduct the Exit Interview and Clearance Of the Employees upon their resignation, last-day on behalf of HRA Department and Company.

PROFESIONAL BODY - ACCREDITATION

Institution : Malaysian Institute Of Human Resources Management
Type Of Membership: Certify "Ordinary Member" - Active
Membership since : August 24, 2015

Institution : Construction Industry Development Board (CIDB)
Type Of Membership: CIDB Green Card (Obtain)
Membership since : January 20, 2016

Training/Certificate Attended :-

1. Anti-Money Laundering and counter-terrorist financing (AML/CTF) (APAC)
2. Code Of Conduct (APAC) Information Security and cyber Risk Awareness (Global)
3. Certificate Of Introduction Of Ethics and Banking

SPECIAL SKILLS

- ❖ **Language (Spoken / Written):** English, Simplified/Traditional Chinese, Malay, Cantonese, French (basic) and Tagalog (basic).
- ❖ **Computer Skills:** MS Words, MS Power Point, MS Excel, XPortal 2005, OptiClient Attendant, SalesForce, MYOB, GroupWise, PagePlus, Capital Management System (CMS), Tencent RTX, Learning Management System (LMS), FingerTec TCMS, Att 3000, Human Resources Information System (HRIS), My Solutions Time Recorder System, Quick Pay (HR 2000) & SAP HR, SAP Solman, KaizenHRMS, Unit4HRMS, Ms. Visio, Ms. PowerMate and Frontier HR (Chris21).

PERSONAL CHARACTERISTICS

I am a person who can work in team as well as independently. I have the willingness to learn anything new, self-motivated and also committed in whatever undertaking.

I prefer to work in fairly organized environment where I can always enjoy doing my work. I am a fast learner, ambitious and realistic about my chances of completing a task successfully.

Looking forward to work in an establish company which provides career group opportunity.

Availability : Two (2) months notice
Last Drawn Salary : MYR 13,200.00 monthly