

PROFILE

Name: Chan Sin Yee
Nickname: Cindy
Birth date: 23 March 1996
Nationality: Malaysian
Marital Status: Single
Contact: 017-3783310
Residential Address: Kuala Lumpur
Hometown: Malacca
Language Skills: Bahasa Malaysia, English, Chinese, Cantonese
Driving License: D
Higest Education: Bachelor of Business Administration (Hons)

Photograph:



Own vehicle: Yes

Summary/ Special Skills/ Remarks:

Total 4 years of working experience in Human Resource.

Mainly handling in Rewards and Benefits including all kind of movements, HR system setup and related issues, insurance renewal and enrolment, employees' performance appraisal and bonus calculation.

Handled salary package review and HR letter (increment, promotion, etc).

Assisted to prepare payroll calculation file for around 1900 headcounts and subsidiaries company.

Involved in disciplinary case (resignation and abuse case) to revise compensation and benefit of employees involved.

During internship period, I had good exposure towards LinkedIn to recruiter candidate and conducted phone interview

Current Salary: RM 4, 734
Expected Salary: RM 6, 000
Notice Period: Immediate after 3 months of notice period

Educational Background

2016 - 2018	Nilai University Bachelor of Business Administration (Hons)
2014 – 2016	Nilai University Diploma in Business Administration
2009 – 2013	SMK Mansor Shah SPM

Skills and Personalities

Effective communication

Time management

Teamwork

Negotiation

Microsoft Office (Excel, PowerPoint, Word, Outlook)

Google Drive

LinkedIn

Visio

HR system – Timesoft, Cherwell, Success factor, Service Now

Employment History

Sept 2021 – Current

British American Tobacco Aspac Service Centre Sdn Bhd

Reward and Benefits Specialist

Job description :

- Support on rewards and benefits related issues from Malaysia, Vietnam, Fiji and Samoa end market.
- Responsible in assisting employee insurance enrolment and claim in terms of GHS, GTL and GPA.
- Support on end market long service award, flexible benefits, and health screening.
- Manage employee share plans and bonus.
- Developing and implementing improvement of working process from time to time.
- Support global projects during bonus and increment period.
- Seconded to Malaysia payroll team from June 22 to Nov 22.

March 2019 – Sept 2021

Senheng Electric (KL) Sdn Bhd - One of the biggest retail company

Compensation and Benefits Department Head

Job description :

- Handling compensation and benefits matters (movement, exits, leave, attendance, etc).
- Monitor leave management system and time attendance system.
- Monitor Performance Management review system and overall rating calculation of bonus and increment
- Modify SOP in compliance with compensation and benefit.
- Responsible in assisting employee insurance and SOCSO claim.
- Developing, implementing, communicating and explaining the organization's HR policies to the employees' enquiries.

October 2018 – January 2019

HosE Solutions Sdn Bhd

Internship

Job description :

- To identify business leads and to approach the corporates and present our values propositions to the Client.
- To provide suitable talents provider to support client's event.
- To recruit for internal hiring.

September 2015 – December 2015
Coca-cola Bottlers (Malaysia) Sdn Bhd
Internship

Job description :

- Assisted to analysis sales performance using Microsoft Excel.
- Assisted to manage event.
- Assisted to record by using minute meeting and agenda

References

Name: Lee Shao Ching
Position: HR Division Head
Company: Senheng Electric (KL) Sdn Bhd
Relationship: Line Manager
Email Address: shaoching.lee@senheng.com.my
Contact number: 016-2168897

Name: Bryan Ong
Position: Team Leader of Employee Service
Company: BAT Aspac Service Centre Sdn Bhd
Relationship: Line Manager
Email Address: ong_boon_yong@bat.com
Contact number: 016-5935242