



AHMAD ZUL KHAIRI BIN HASSIM

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Personal Detail

I/C No	: 880516-29-5339	Religion	: Islam
Age	: 33	Marital Status	: Married
Date Of Birth	: 16 May 1988	Children	: 2
Gender	: Male	Health	: Excellent
Nationality	: Malaysia	Interest	: Any Outdoor Activities

Education Background

Bachelor Business Administration (Hons) Human Resource Management, UiTM Perak (2010-2012)

- CGPA 2.75

Diploma In Banking, UiTM Kelantan (2007-2010)

- CGPA 3.02

SPM, Maahad Muhammadi Lelaki (2006)

- 3A, 4B, 2C, 2D

PMR, Maahad Muhammadi Lelaki (2004)

- 3A, 5B, 1C

Working Experience

1) 1 September 2020 – Present : Human Resource Manager, Jakel Group.

Monthly Salary : RM 5,500.00

Responsibility

Recruitment and staffing

- Create and updated process flow for hiring, onboarding and end of employment.
- Implementing new letter offer and all related form.
- Monitoring and updating employment movements related to hiring, transferring and promoting.
- Involvement in hiring process, which includes coordinating job advertisement, reviewing resumes, and performing reference checks.
- Adhering to the organizations recruiting strategy.
- Interviewing applicants and ensure references check done before offering.
- To issue related employment documents to candidate.
- To checking and update any new hire in system.
- To prepare and submit vacancy report to the Head of Human Resource as per instructed.

Industrial and Employee Relation

- Create misconduct process flow, misconduct list, warning form.
- Handle staff disciplinary issues, counselling and grievances.
- Maintain staff's misconduct data in system.
- Attend as Company representative in IR Office and Labour Office.
- Arrange and manage weekly Yasin reading and *Tazkirah* including inviting Ustaz.

Administrative

- Create Memo or Reminder to all staff if got any issues or changes made by company.
- To ensured purchased items are cost-efficient and high quality.

- To reviews, comparing, analyzing and approving products to be purchased.
- Managed inventories.
- Do proper filling for department.
- Ensure all old file in safe keeping.
- Maintain all private and confidential documents well filling.
- Monitor and manage hostel in all aspects to comply with 446 Acts.

Training and Development

- Processing transfers, promotions, and terminations.
- Ensure all staff movement records well updated in system.

Performance Management

- Create and updating performance evaluation form.
- Monitor and advice performance evaluation progress and process.
- Handle immediate staff evaluation process.

Foreign/Contract Workers Management

- To ensure all documentations such as working permits, visa, levy, passport and agreements are valid and properly record & maintained.
- To ensure all staff who absconded are reported to police and terminate their working permit with company.
- Heavily involve with Immigration Department.

Compensation and Benefit

- Creating proper SOP for all leave.
- Handle GHS, GTL & GPA.

Payroll Management

- Involving in data migration from Timetec, Fingertec, UBS Sage & HR Pay to Boss i-Net.
- Set setting for new HRIS.

Experience Gained

- How biggest textile in Malaysia operated.
- Handle group of company which is got more than 32 subsidiaries.

Reason for leaving

Seek better carrier opportunity and exposure.

2) 16 August 2019 – 31 August 2020 : Human Resource Manager, Foto-Zzoom Sdn Bhd.

Monthly Salary : RM 4,800.00 + RM 200.00 (Fix Allowance)

Responsibility

First HR in the company, setup and create Standard Operating Procedure (SOP) for HR Department.
Responsible for the full spectrum of human resource and ensure smooth operation of the HR Department.

Recruitment and staffing

- Monitoring and updating employment movements related to hiring, transferring and promoting.
- Involvement in hiring process, which includes coordinating job advertisement, reviewing resumes, and performing reference checks.
- Adhering to the organizations recruiting strategy.
- Interviewing applicants and ensure references check done before offering.
- To issue related employment documents to candidate.
- To prepare and submit vacancy report to the Director as per instructed.

Training and Development

- Do standardization daily job task for Outlet Supervisor and Outlet Manager.
- Create training checklist to Outlet Supervisor and Outlet Manager.
- Processing transfers, promotions, and terminations.

- Make training plan for new hire and promoted staff.

Industrial and Employee Relation

- Create misconduct process flow, misconduct list, warning form.
- Handle staff disciplinary issues, counselling and grievances.
- Maintain staff's misconduct data in system.
- Attend as Company representative in IR Office and Labour Office.
- Arrange and manage Annual Dinner and Festive Dinner.

Payroll Management

- Ensure all staff data in HRIS are entered accurately.
- Checking and maintaining staff attendant.
- Accountable for company's payroll timely and accurately.
- Submit salary report to Finance Manager.
- Create or register staff profile in Statutory Body.
- Attends to staff queries relating to payroll matters.

Performance Management

- Setup Key Performance Indicator (KPI) to Outlet Supervisor & Outlet Manager
- Handle staff evaluation process.

Administrative

- Create Memo or Reminder to all staff if got any issues or changes made by company.
- Do proper filling for department.
- Ensure all old file in safe keeping.
- Maintain all private and confidential documents well filling.
- Update Employee Handbook.

Compensation and Benefit

- Conducting and analyzing compensation surveys to ensure compensation package are competitive always.
- Survey and Implement medical insurance

Experience Gained

- How 24 hours Self Service Laundry business operated.
- Handle a lots of task in one time.

Reason for leaving

Got better carrier opportunity and exposure.

3) 1 November 2018 – 15 August 2019 : Human Resource Business Partner (Senior Executive in training), The Food Purveyor Sdn Bhd [Formerly known as Village Grocer Holdings Sdn Bhd] (HQ)

Monthly Salary : RM 3,850.00 + RM 400.00 (Responsibility Allowance)

Handle total manpower 400 – 500 headcounts.

19 September 2016 – 31 October 2018 : Human Resources Executive (Ops), Village Grocer Holdings Sdn Bhd (HQ).

Monthly Salary : RM 3,850.00

Handle total manpower 350 – 400 headcounts.

Responsibility

- Monitoring and updating employment movements related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed for submission to Payroll PIC.
- Informing and negotiating job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.

- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval
- Involvement in hiring process, which includes coordinating job advertisement to HQ PIC, reviewing resumes, and performing reference checks.

Workforce Planning and Recruitment

- Adhering to the organization's recruiting strategy.
- Interviewing applicants and ensure reference's check done before offering.
- Administering pre-employment tests for specific positions (as when required).
- To draft and/or issue related employment documents to candidate.
- To ensure all necessary medical checkup / injections (eg: Typhoid) are done prior candidate joining and announcement are made to respective Outlets.
- Processing transfers, promotions, and terminations.
- To prepare and submit vacancy reports to Team Lead and HR Manager as per instructed.

Industrial and Employee Relations

- Assisting with processing employee grievances/misconducts and reporting back to Team Lead/HR Manager
- To consult and assist monitoring staffs under PIP to ensure proper steps and documentations are maintained.
- To draft and/or issue related letters in regards of disciplinary as per direction from HR Manager.
- To serve and explain any related letters in regards of disciplinary to staffs.
- To involve in engagement programs and other employee relations works as per direction from HQ PIC.

Learning and Development

- To train and monitor Store HR & Admin to execute on-boarding exercise to all new & existing staffs.
- To liaise and follow up with Outlet on nominees for scheduled training as per HQ PIC directions.
- To ensure Outlets have undergo all required training as per regulations eg. Food Handler Training.
- To ensure new staffs are properly guided in Outlets especially for new stores else should raise findings to Team Lead and HR Manager.

Compensation & Benefits

- To propose salary package for HR Manager's review and/or Area Manager's approval hence negotiating with candidates
- Conducting and analyzing compensation surveys to ensure compensation package are competitive always.
- To assist and/or consult Outlets on cases pertaining medical entitlements, SOCSO claims and other related matters before cascading to HQ PIC.

Foreign/Contract Workers Management

- To involved heavily on workers selections to Outlets.
- To ensure all documentations such as working permits, visa, levy, passport, agreements and letter of indemnity are valid and properly record & maintained in Outlet especially on new worker's deployment.
- To ensure Outlet processed and update payment to Agent as per agreed in contract.

Experience Gained

- Handle new opening outlet (Tropicana Avenue, MyTOWN, Melawati Mall, Tamarind Square and Eko Cheras).
- Taking care outlet in term of HR for outlet OTK Puchong, VG Sunway Giza, VG MyTOWN, VG Tamarind Square and BIG Plaza Batai.
- Know more about store operations.
- Sharpen HR skill especially in Recruitment & Staffing, Industrial Relation & Employee Relation and Foreign Worker Management.

Reason for leaving

- Got better carrier opportunity and exposure.

4) 4 August 2014 – 16 September 2016 : Human Resource Supervisor, AEON Co (M) Bhd (Cheras Selatan).

Monthly Salary : RM 2,505.00

Responsibility

- Only a HR represents Shopping Centre.
- Handle 50 - 100 local staff and 16 - 24 nepal Outsource Contract Worker for security.
- Do manpower planning, recruitment, selection and performance management.
- Maintain employee compensation and benefit such as uniform, leave and welfare.
- Monitoring and checking staff attendance report.
- Issue and filling of all employee letter offer, application of leave, resignation letter, warning letter, termination letter and all relevant document related with HR.
- Provides report on a regular basis and as directed or requested, to keep the management team informed of the operation and progress of compliance effort.
- Handle training to all staff such as induction training, refreshment training and SAP system training (Trained Trainer).
- Assist all others HR and administrative duties assigned by the Admin Officer and Mall Manager.
- Middleman between management and staff on HR matter.

Experience gained

- Can apply and improve all what had learned.
- Improve problem solving and counselling skill to overcome problems easily.

Reason for leaving

- Got better carrier opportunity and exposure.

5) 8 July 2013 – 25 July 2014 : Retail Financial Service, Prudential Assurance Malaysia Berhad.

Monthly Salary : RM 2,300.00

Responsibilities:

- Approaches potential clients by utilizing mailings, phone calls and making presentations to groups or stranger in private.
- Determines clients' particular needs and financial situations.
- Perform administrative tasks, such as maintaining records and handling policy renewals.

Experience gained:

- How to make an effective presentation and relationship with prospect and client.
- How to be always a positive person and well-dressed.

Reason for leaving:

- Seek work who related with education.

6) 2 September 2012 – 11 March 2013 : Operation and Finance Manager, ESK Stevia Plantation.

Monthly Salary : RM 1,500.00

Responsibilities:

- Monitoring company operation working smoothly.
- Control company's financial.
- Manage human resource activities in company.
- Planning and initializing for marketing strategies.

Experiences gained:

- Dealing with customer in various types of person and problems in real live situation.
- I have learned on how to work under pressure in various type of situation.
- How to make an effective relationship with customer, colleagues and higher-up.

Reason for leaving:

- Business close down.

Skills

Language proficiency : Malay (fluent), English (fluent), Arabic (average).
Computer skill : Microsoft Office, Windows Movie Maker, SAP HR System, i-Talent, Infotech, Servedeck, Boss i-Net.
Another skill : Easy to adapt with new environment, easy to communicate, fast learner, nice looking, knowledgeable in business management and human resource management.

Activities, Award and Achievement

2011 – 2013 : Explorace Spotting Talent in Employees, Project Manager. Financial Controller of 'Pertubuhan Pemilik Motosikal Yamaha TZM Kelantan'.
2009 – 2010 : 'Hari Sukan Antara Bahagian D'Banquers', Project Manager. 'Kejohanan Ragbi Segamat 10's Canterbury'. 'Cabaran Catur Bistari Kfc', National Level. President of D'Banquers (Diploma in Banking Association), Vice President of Rugby Club, Dean Award in semester 05 and Best Student of Leadership.
2007 – 2008 : 'Cabaran Teh Tarik FESKO', Vice Project Manager. 'Karnival Sukan Mahasiswa UiTM Semalaysia Kali Ke-16', Rugby Athlete. 'Program Rakaman Siaran Langsung Bicara Siswa (RTM)', Special Task Bureau. 'Pertandingan Kepandaian Pengakap Negeri Kelantan'. Special Task Bureau of D'Banquers and Squad A Leader of 'Jawatankuasa Perwakilan Kolej Tunku Abdul Rahman'.
2005 – 2006 : 'Korobori Pengakap Kelantan Ke-5, Malaysia Ke-3'. 'Pentarafan Pengakap Raja'. 'Perkemahan Agung Pengakap Daerah Kota Bharu'. President of Scout Club, 'Pengakap Raja'

Profesional Training Attended

1. Basic Occupational First Aid, CPR and AED Course, 17 February 2016 – 18 February 2016.
2. Automated External Defibrillator (AED) Course, 18 February 2016.
3. Train The Trainer, 14 April 2016.
4. Fundamentals of Train The Trainer, 22 June 2016 – 23 June 2016.

Expected Salary

RM 6,500.00 – RM 7,500.00

Availability

1 Month Notice

References

1) Md.Sani Bin Abu Amin
Assistant Manager, Human Resources
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