



ARIFIN ABD GHANI

ASSISTANT HUMAN RESOURCE MANAGER

PROFILE

Experienced and driven Human Resource personnel with a knowledge of full HR Spectrum. Plan, Manage, Recruitment has been part of daily routine to ensure business run smoothly within the whole organization. Passionate working with other people to solve their operational's and personal problems. Good listener and observer. Possessed diplomatic behavior in handling any situations occurred.

CONTACT

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LINKEDIN
Arifin Abd Ghani

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EDUCATION

Kolej Profesional Mara Indera Mahkota

June'2010 – January'2013

CGPA – 3.53, Awarded Diploma in English Communication,
Presidents of student's council

SMK Aminuddin Baki

2007 - 2009

Sijil Pelajaran Malaysia, grad with English pass with flying colors

WORK EXPERIENCE

Capri by Fraser Johor Bahru

Assistant HR Manager

October 2021 – Present

Drive HR Department during post-MCO, plan recruitment, maintain staff cost, retain staff, Involved in Training & Development for staffs,

HR & Training Executive (Promoted to Asst. HR Manager)

October 2018 – September 2021

Manage HR department independently, develop skills in managing people and other departments

KSL Hotel & Resorts Johor Bahru

HR Supervisor

September 2015 – September 2018

Supervise HR operations, manage documentation, maintain HR System

HR Assistant (Promoted to Supervisor)

February 2013 – August 2015

Compiling documents, maintain HR payroll, assist the whole HR operations

SKILLS

Interpersonal	85%
Communication	95%
Problem Solving	80%
Performance Organization	90%
Administrative	85%