

RESUME



Personal Details

Name : Maryatul Wahida binti Bahari
Permanent Address : No. 11, Jalan Rotan 6,
Taman Sri Pulau,
81300 Skudai,
Johor
Mobile : 011 – 1689 5218
Email : mary_atul@yahoo.com
Date of Birth : 19 November 1983
NRIC : 831119-01-5208
Age : 39 years old
Sex : Female
Nationality : Malaysian
Race : Malay

EDUCATION

<u>Years</u>	<u>School</u>	<u>Results</u>
1995	Sekolah Kebangsaan Taman Sri Pulau Johor Bahru UPSR	2A 1B 1C
1996 – 2000	Sekolah Menengah Kebangsaan Taman University Johor Bahru PMR & SPM	

2001 – 2004	Institute Hospitality Yayasan Pelajaran Johor Johor Bahru Diploma in Hotel Management	CGPA: 2.67
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WORKING EXPERIENCE

20 June 2022 – current

Admin Clerk

S A Property Management

(Suriamas Apartment site)

Job scope:

- Receive payment from residents via cash, direct bank in or cheque.
- In charge of parking allotment to residents.
- Updating allotment parking according to listing provided by developer and follow up rental parking with residents.
- Responding to residents enquire through email and WhatsApp accordingly.
- Report to Technician if have any defects.
- Follow up with technician for any updated defects.
- Liaise with vendors regards to lift defect and cleanliness.

1 September 2020 – 30 April 2022

Family business (Car Wash)

21 August 2019 – 21 March 2020

Human Resources Manager

Transferred to Tunamaya Beach & Spa Resort – Desaru Coast (Desaru Damai Beach Resort Sdn Bhd)

15 August 2017 – 20 August 2019

Promoted to Human Resources Manager

1 December 2015 – 14 August 2017

Promoted to Assistant Human Resources Manager

Hotel Granada Johor Bahru

(Care Luxury Sdn Bhd)

Job Scope:

General

- To assist the Director of Human Resources in the smooth and efficient running of the Human Resources Department, ensuring that all policies and procedures outlined in the Departmental Operating Manual are strictly adhered to.
- Providing advisory and managerial role on all human resources matters, planning and implementation of human resources programs in line with the company's and group's objectives.
- To ensure that the Department's Operation Budget is strictly adhered to and that all costs are strictly controlled.
- Liaise with local authorities in regards to all statutory and regulations; liaison with government agencies and statutory bodies in relation to all labor related matters.
- To maintain an effective filing system for proper maintenance of all human resources documentation.
- To supervise employees within the department, ensuring that the correct standards and methods of service are maintained as stated in the Department's Operations Manual.
- To supervise the submission of monthly management reports, assigned reports and payroll submission reports.

Payroll

- To ensure all four properties' payroll in order according to the SOP.
- Total staff approximately 300 staff for all properties.

Recruitment & Selection

- To assist the Director of Human Resources on the overall recruitment and manpower planning process of the hotel.
- To liaise with proper media representative when there is a need to advertise through the newspaper and to coordinate internal vacancies advertisements.
- To ensure timely recruitment and selection, in line with the required standards, manning and budget, and to be involved in the interviewing and screening process.

Employment

- To maintain and develop a systematic administration system for the effective administration of the human resource department.
- To monitor on recruitment and resignation details in ensuring accuracy of payment(s) and notice periods.
- To administer all work permits where applicable.

Compensation, Welfare and Benefits

- To assist in the building of an efficient team of employees by taking an active interest in their welfare, benefits, safety and development. To actively participate in all Human Resources activities.
- To ensure a strong, creative and effective Employee Communication System within the hotel to keep employees informed on all human resources activities.
- Prepares and coordinate annual performance appraisals and to arrange relevant information for annual salary adjustment, where applicable.
- Coordinates with insurance company and statutory bodies for employee's insurance and medical claims and maintain close rapport with the accredited clinic of the company.

Employee Relations

- To be directly involved in staff appreciation and disciplinary issues to ensure high level of motivation and compliance to the Hotel's rules and regulations respectively.
- To coordinates all staff recognition and appreciation programs in line with the improvement and retention programs of the hotel.
- To ensure that all employees have a complete understanding of and adhere to the hotel's Employee Rules & Regulations that have been laid down.
- To maintain effective discipline and good industrial relations at all times.

Casual Trainees / Industrial Release Student

- To maintain close contact with local colleges, hotel schools and universities.
- To promote the hotel's image through creative College Relations Program.

1 May 2014 – 30 November 2015**Promoted to Senior Human Resource Executive Job**

Scope:

- More focusing for benefits and activities for staff.
- Add one more property in Desaru Damai Beach Resort Sdn. Bhd. and handling for their payroll. Total staff about 100 staff including foreign workers.
- Report directly to Human Resources Manager.

11 July 2013 – 30 April 2014**Human Resource Executive – Group****Human Resource Department****Care Luxury Sdn Bhd****Taman Bukit Indah****Johor****Staff Manning in both property: 180 staff**

Job Scope:

- Responsible for preparing payroll for two property; Care Luxury Sdn Bhd and First Leisure Sdn Bhd.
- To prepare payroll summary report by cost centre and submit to Finance Manager and Financial Controller.
- To administrate and issuing relevant letters regards to absenteeism, misconducts, letter offer, resignation and etc.
- Monitoring attendance via system (Time Management System).
- Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts via Jobstreet, checking application forms, short listing, interviewing and selecting candidates;
- Preparing staff handbooks;
- Advising on pay and other remuneration issues, including promotion and benefits;
- Administering payroll and maintaining employee records;
- Interpreting and advising on employment law;
- Dealing with grievances and implementing disciplinary procedures; give counselling to staff.
- Keys in staff information into the system. Maintains strict secrecy in matters pertaining to personal files.
- Key in all documents related with attendance and roster into the system.
- Maintains log-books in reports defects of staff accommodation.

- Works closely with the Finance Department & Human Resources Coordinator in Tunamaya Beach & Spa Resort in respect to payment and deduction matters
Maintains liaison with other departments in respect to leave, absenteeism, attendance, etc.
- Assists in conducting checks on staff accommodation.
- Inspects Staff Locker Rooms and reports anything which is not in order.
- Inspects the standard of food in the Staff Cafeteria and makes the necessary recommendations.
- Follows up with Department Heads on all matters related to Human Resources.
- Perform any other job from time to time as assigned by the Human Resources Manager.

2 November 2012 – 1 July 2013

Sales Coordinator

Sales & Marketing Department

Hotel Sentral Johor Bahru

Johor Bahru, Johor

Job Scope:

- To respond quickly and efficiently to all in-coming sales enquiries, by telephone, fax and email, preparing brochures as required.
- To follow up all enquiries, preparing proposals where necessary and facilitating show rounds with potential clients to show them our facilities.
- Contracting bookings and raising invoices.
- Co-ordinating all details for the client, including food and beverage, AV equipment, entertainment, themes etc.
- Responding to and co-ordinating all internal meeting requests.
- Handling booking for Universal Studio Singapore package, FIT/GIT inquiry, Government and Corporate enquiry for Fullboard or Seminar package, preparing Contract Rate for Travel Agents.
- Prepared Sales Weekly Report by weekly and send to HQ.
- Monitoring and updating daily Sales Forecast and distribute to Hotel Manager and Sales Manager end of the day.
- Ensure an efficient tracking system of all event paper-work
- Up-keep of a client and agents database – updating where necessary to allow effective promotions
- Compilation of weekly overview sheets to all departments including communication and administration of ancillary services.
- Completed tasks given by Sales Manager and Hotel Manager.
- Work closely with Banquet, Kitchen, Front Office and Account.

18 January 2011 – 5 October 2011

Purchasing Clerk

Purchasing Department

Grand BlueWave Hotel Johor Bahru, Johor Bahru

Job Scope:

- To follow up Purchase List with Chef daily.
- Check price and items in Purchase Request either Inventory Request or NonInventory Request before approve the request from user using winCheck system.
- After Account Manager has approved the request, generate the request and approve order. Issuing and get Purchasing Manager to verify before fax Purchase Order to the relevant suppliers.
- File the Purchase Request according department file.
- Prepare monthly summary quotation of perishable goods and file quotations into relevant files.
- Follow up by telephone calls with supplier for undelivered items or outstanding purchase order.
- Responsible for the ordering of all supply items, including food and beverage, whenever necessary.
- Negotiate with representatives or suppliers for key items in product lines and determine the quality and prices of merchandise in consultation with the Purchasing Manager.
- Keep track records of all suppliers and their products.
- Maintain an up-to-date information system and file on all suppliers.
- Assist Purchasing Manager in conducting market surveys and research on specific items.
- Keep the relevant Heads of Department up-to-date and informed on market trends and information.
- Follow up with receiving either the items has been arrived or not.
- Prepare the KPI data and report by monthly.
- Perform any other duties that may be assigned by the Purchasing Manager from time to time.

3 September 2008 – 17 January 2011

Human Resources Assistant cum Payroll

Human Resources Department

Pulai Springs Resort Berhad, Johor Bahru

Covered for four (4) properties: Pulai Springs Resort Berhad, KL Sales Office, Singapore Sales Office & Wawasan Maharani Sdn. Bhd. Staff Manning: 300 staff

Job Scope:

- To make sure that all data for new employee has been compute into systems. To ensure that filing is correct and to monitors and update records medical benefits, manning and movements.
- Compiles payroll data such as leaves form, attendance, change shift form, rosters, overtime form and non clocking form (for those employees that don't have a swipe card or for new employees) and key in all into Leave systems and Time Management system before transfer into Payroll systems.
- Maintains log-books in respect to new hires, resigned, terminations, positions, stationary and staff accommodation and maintains liaison with other departments in respect to leave, absenteeism, attendance, etc.
- Works closely with the Senior HR Officer and HR Assistant Admin in respect of payment and deduction matters and preparation of the weekly Manning Report.
- Submit timely and accurate input on all payroll information and cross check all employee time cards for verification and control purposes.
- Types correspondences, handles facsimiles and helps take telephone messages.
- Assists in conducting checks on staff accommodation and staff locker rooms and inspects the standard of food in the Staff Cafeteria.
- Keys in staff information and payroll into the computer. ***Maintains strict secrecy in matters pertaining to personal files.***
- Supervises log-books in respect to new hires, resigned, terminations, leave positions, stationary and staff accommodation.
- Works closely with the HR Assistant in respect to payment and deduction matters and preparation of the monthly Manpower/Human Resources Report.
- Submit timely and accurate input on all payroll information and cross check all employee time cards for verification and control purposes.
- Supervises the proper distribution of payroll slips.
- Ensure that all payroll records and related matters are kept under lock and key and no information is disclosed to other personnel

- Makes recommendations to the Human Resources Manager with respect to terminations, promotions and other related matters.
- Maintains liaison with other departments in respect to leave, absenteeism, attendance, etc.
- Helps in the organizing of staff welfare activities such as Hari Raya Gathering, Birthday Blast Celebration and etc.
- Inspects Staff Locker Rooms and reports anything which is not in order.
- Deals with government departments in matters pertaining to EPF, SOCSO claims, submission and collection of visas and work permits.
- Follows up with Department Heads on all matters related to Human Resources & Payroll.
- Perform any other job from time to time as assigned by the Human Resources Manager.

June 2004 until July 2008

Material Clerk and get promoted to Team leader Material

Material Department

Hyatt Regency Johor Bahru, Johor Bahru

Job Scope:

- Responsible for the ordering of all supply items, including food and beverage, whenever necessary.
- Negotiate with representatives or suppliers for key items in product lines and determine the quality and prices of merchandise in consultation with the Purchasing Manager.
- Keep track records of all suppliers and their products.
- Maintain an up-to-date information system and file on all suppliers.
- Assist in the processing of purchase orders for duly approved requisitions after prices have been negotiated and checked.
- Prepare the Market List/Daily Market List in accordance with the requisitioning department.
- Keep the relevant Heads of Department up-to-date and informed on market trends and information.
- Prepare petty cash report by monthly.
- Ensure that Purchase Orders and invoices are properly matches.

December 2000 until June 2001

Laundry Assistant

Housekeeping

Pulai Springs Resort

PRACTICAL TRAINING

1st October 2001 – 23rd December 2001

Practical Trainee – Office Management

Mutiara Hotel Johor Bahru Johor

Bahru.

Housekeeping Department

Front Office Department

1st June 2002 – 23rd November 2002

Practical Trainee – Office Management

Pulai Springs Resort Johor

Darul Takzim.

Food & Beverage Department

Kitchen Department

12th January 2004 – 30th June 2004

Practical Trainee – Office Management

Hyatt Regency Johor Bahru Johor

Darul Takzim.

Material Department

ADDITIONAL SKILLS

- Familiar and excellence with Microsoft Office - Words, Excel, Power Point and Outlook.
- Use iScala and Wincheck system in Purchasing.
- Using vHRMS systems in Payroll.
- Familiar with TMS and Smart Touch system for Attendance, Leave and Payroll.

PERSONAL CHARACTERISTIC

My colleagues describe me as:

- Friendly and able to interact with people at all levels
- Hardworking and ensure task completion
- Talented, responsible and fast learner
- Can work independently

Min. Expected Salary: RM 3,500.00 per month (Nego)

Availability: One months' notice

REFERENCE

Mr. Rizal Amri Mahmood

Human Resources & Administration Manager

Northern Corridor Implementation Authority Penang

Tel: 012 – 493 0475

Mr. Shaiful Azman Ismail

Executive Director

Suria Hotel Johor Bahru

Tel: 017 – 555 7413

Norliza Mohd Jalani

Resort Manager

Melina Resort Tioman

Tel: 011 – 3191 9506 / 013 – 204 0279