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Expected Remuneration: RM8,500

### **Summary**

With almost 19 years' experience in Human Resource Administration, I am highly effective at incorporating creative leadership skills to achieve business objectives. Directs projects that improve efficiency while meeting deadlines and budget requirements. I support organizations in developing a culture that is based on competence, experience and the right fit of talents.

### **Professional Highlights**

- Well-groomed Human Resource Administrative professional with over 10 years of experience in the Manufacturing and Property field.
- Hiring and retention.
- Training and development.
- Compensation/ Payroll.
- Employee relationship.
- Labor compliance and agreements.
- Exceptional interpersonal skills.
- Innovative.
- Believes in coaching and developing others.
- Process and result oriented.
- People person.

### **Accomplishment**

- Designed and implemented Employee Handbook.
- Reduced turnover by 10% through employee engagement programs.
- Introduced a new incentive and benefit scheme.
- Improved workers performance through coaching.

- Implemented new performance management system.

**Education Qualifications.**

1. Master's Degree in Business Studies/Administration/Management | Year 2016
2. Advance Diploma in HRM, Singapore | Year 2004
3. Diploma in Multimedia and Networking | Year 2001

**PROFESSIONAL EXPERIENCES**

**Mar 2019 – Present**

**HR Admin Manager at CapitaLand Malaysia – Ascendas Services Malaysia Sdn Bhd**

**Current remuneration :** RM 6,400.00

A fully secured business park property developer which is fully owned by CapitaLand Singapore. Known as Nusajaya Tech Park, located in Nusajaya , Iskandar. I am engaged as a HR Admin Manager to manage the department in the Johor office. Reporting to the General Manager of the business park.

**Scope :**

Managing the administration department for Malaysia, Johor Office, oversees a team of 2 junior colleagues.

**Duties included:**

- HR administrative duties.
- HR advice on country labour regulation.
- Performance management system.
- Coordination with HRBP Singapore
- Responsible for learning and development.
- Generate “Control Self-Assessment” report for Legal & Compliance.
- Other general administrative activities.

**Feb 2018 – 28 Feb 2019**

**HR Admin Manager at Welding Alloys (Far East) Sdn Bhd Johor, Malaysia**

A welding manufacturer which is owned by a multinational company based in the UK. Engaged in the subsidiary as a HR Admin Manager to realign all processes in the Human Resource department. Was involved in implementing employee engagement programmes and performance management systems. Reported to the Managing Director.

**Scope :**

Implementation of new processes in the HR department and improvement plan on employee engagement.

**Recruitment**

- Manpower planning through annual budget requirements.
- Recruitment of direct and indirect employees.
- Onboarding and exit program implementation.

**Compensation and Benefits**

- Payroll processes.
- Salary review system.
- Incentives and Bonus review system.
- Annual Performance management system.
- Employee engagement programs: Annual Dinner , Family Day.
- Medical packages and insurance benefits implementation.

**Learning and Development**

- Implementation of Employee handbook.
- Utilizing the HRDF fund to promote more training programs across the workforce.
- Realignment and documenting Job Description for all employees.
- Assist Department Head to identify the right training needed for their subordinates.

**Industrial Relations**

- Domestic Inquiries and Disciplinary action system.
- HR policies plan and implementation.
- Provide advice and support to management on business needs aspects.
- Standardization and deployment of company policies and procedures in line with the Group policies.

- Liaise with Government ministries on labor and legal regulation compliance.
- To monitor the expatriate work passes are always renewed on time.

### **Jan 2014 - Jun 2017**

#### **Group Assistant HR Admin Manager at STX PRECISION JB SDN BHD Johor, Malaysia.**

An Automotive industry manufacturer which is owned by Felda group. Located in Johor Bahru Malaysia. Engaged to align all processes and implement new HR processes across the organization. Managed a team of 10 junior colleagues in the HR department which comprises Safety and Health section. Reported to the Chief Admin Officer and Chief Operations.

#### **Scope:**

##### **Recruitment**

- Liaise and coordinate with General Manager of operations to work on manpower planning and budget annually.
- Responsible for recruitment of manpower. Direct and indirect staff.
- Conduct induction program for above Executive level (Middle management).
- Conduct reference and background check for shortlisted candidates.
- Authorized person for job portal and resume bank.
- To conduct annual salary benchmarking.
- Responsible for reviewing staff requisition against the current budget and manpower force.
- Responsible for conducting exit interviews for management level.

##### **Foreign worker Welfare**

- To work closely with HR officers in foreigner's recruitment.
- To monitor HR officers on foreign worker welfare arrangements.
- To monitor on foreigner disciplinary matters and solve them.
- To work closely with the Government department - Immigration and KDN on foreign worker recruitment.
- Responsible for choosing the appropriate foreign worker agent for management approval.
- To assist HR officers on KDN interviews for foreigner's recruitment.

##### **Compensation and Benefits**

- Responsible for the management level payroll process.

- Review all staff claims, incentive and allowance to be in line with the group policy.
- Responsible for processing statutory contributions in a timely manner.
- Responsible for generating yearly EA and submission of BE to the tax office.
- Responsible to prepare confirmation, promotion and annual increment letter for management level.
- To generate annual appraisal and bonus according to KPI as given to individual staff.

### **Learning and Development**

- Design and aligned Policies and procedures of employees as in Employee Handbook and new Travel incentives and procedures.
- Conduct Training Needs Analysis .
- To monitor training officers in the annual preparation of the Training plan against training budget.
- Responsible for monitoring HRDF levy balance.
- Responsible for management level job description.
- To monitor training officers on updating JD of all staff.
- To ensure that on job training is properly evaluated by the HOD of every department.

### **HR Administration, Safety and Environment**

- To ensure staff tardiness is enforced and reported to the management on a monthly basis.
- Undertake any other administration activities.
- Coaching and mentoring for all employees.
- To ensure all safety rules are always practised.

### **Accomplishment**

- Designed and Implemented Travel procedures for all staff.
- Designed and implemented Overtime Incentive for employees.
- Re-aligned all branches working hours to standard hours according to the Labour act.
- Re-designed employee handbook by refining the overall structure of benefits.
- Promoted subordinate colleagues as an award of extraordinary performance.
- Resolved a major dispute between local and foreign employees.

**Aug 2009 - Dec 2013**

**HEAD OF HUMAN RESOURCE DIVISION AT KIP GROUP OF COMPANIES- Kip Mart Retail.**

A Malaysia property retail organization which consists of retail malls all over Johor. Engaged as HR Executive during the first year and promoted to Head of HR division for all marts in Johor. Reported to the Assistant General Manager.

**Scope :**

- Being responsible of HR & Admin department for 5 shopping marts under KIP Group in various location in Johor Bahru and as far as Segamat, Johor
- HR Supervision of 100 staff overall for 5 marts.
- HR confidential letters correspondence.
- Conduct DI for Major disciplinary matters.
- Preparation of warning letters .
- Recruitment process .
- Shift planning for Public holidays.
- Verification of staff overtime and other incentives.
- Responsible for monitoring office supplies are always in sufficient stock.
- Assist AGM to control Human Resource Department Budget and submit the HR Admin Expenditure Report to Assistant General Manager every quarterly.
- Employee engagement programs such as Staff Birthday Celebration and Staff monthly refreshments.
- Verifying all staff leave applications.
- Preparation of annual appraisal for all staff .
- Random check on the CCTV to verify the punch card system.
- Random supervision for outsource Housekeeping and Security staff.
- To ensure that company policies and HR policies are strictly followed by all staff.

**Jan 2007 - Aug 2009**

**Human Resource Officer at Disk Precision Industries (M) Sdn Bhd | Malaysia**

A local manufacturer of computer hard disks . Located in Ulu Tiram, Johor . Engaged to support HR Manager and was promoted after HR Manager left the organization. Reported to the Finance Manager .

**Scope :**

- Preparing and drafting confidential letters related to employee and employer.
- Recruiting employees
- Monitoring staff performance under the Human Resource department.
- Monitoring of foreign labor passport and work permit and validating with assistance of subordinate staff.
- Conduct Human Resource Meeting with all HOD regarding issues about employees as well as Company contribution to the employees.

**Feb 2005 - Jan 2007****Purchasing Assistant at Rex Plastics (M) Sdn Bhd**

A local plastics manufacturer located in Ulu Tiram , Johor. Engaged to assist the Purchasing Manager who is stationed in Selangor. Reported to the Purchasing Manager.

**Scope:**

- All purchasing scope .
- Assisted IT Manager to monitor system and network in JB plant .

**Sep 2003 - Jan 2005****Human Resource cum Purchasing at Sigma-Epan Malaysia.**

A local wire manufacturer located in Ulu Tiram , Johor. Engaged to assist HR Manager. Reported to HR Manager.

**Scope:**

- General HR administrative scope as for a beginner in the HR field.
- Receptionist scope
- Purchasing scope
- Assist Store and Warehouse department.

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