

ASHVENI PRIYAA

Age: 32 years old

Date of birth: 26th September 1991

Address: Lot 24, Lorong 2, Kampung Nesa, Kangkar Pulai, 81110, Johor

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Email address: ashvenipriyaa@hotmail.com

Marital Status: Single



SUMMARY

- Responsible for the full spectrum of HR; recruitment, training, performance management, compensation and benefits, employee relations to ensure the implementation of appropriate human resources policies to attract, retain and develop employees.
- Dynamic team player and can work independently.

STRENGTH & SKILLS

1. Objective driven.
2. Self-motivated.
3. Friendly.

WORKING EXPERIENCE**1. Lotus Desaru Beach Resort & SPA**

Position: Human Resources Manager (October 2022 – Now)

Work DescriptionHuman Resource & Training

- Created Employee Handbook and HR Policies
- Conducting trainings such as Work Ethics, Orientation, Personal Grooming
- Organizing Engagement Events
- Application of Hostel accommodation with JTK
- Handling Disciplinary issues

2. Holiday Inn Express & Suites Johor Bahru

Position: Assistant Human Resources & Training Manager (Sept 2021 – Sept 2022)

Work Description***PRE-OPENING TEAM***Human Resource & Training

- Recruitment of local and foreign workers
- Create staff benefits and employee handbook
- Organize activities/events to create bonding between all colleagues
- Process Payroll
- Conduct training programs according to IHG standards
- Establish and maintain contacts with Hotel schools for internship students
- To make sure staff area is completed according to IHG standards
- To organize all compulsory trainings for an hotel opening

3. Holiday Inn Johor Bahru City Centre

Position: Assistant Human Resources & Training Manager (Feb 2020 – August 2021)

Work Description

PRE-OPENING TEAM

Human Resource & Training

- Recruitment, coaching, compensation & benefits & safety
- Maintain high level of colleague satisfaction and team spirit
- Preparing Monthly Report
- Process Payroll
- Develop and deliver training programs as and when required
- Establish and maintain various contacts with local organization, hotel schools, government office, and labor officers.

4. Ibis Styles Johor Iskandar Puteri

Position: Talent & Culture Assistant Manager CUM PA to GM (May 2019 – Jan 2020)

Work Description

PRE-OPENING TEAM

Human Resource & Training

- Manning & Organization Structure
- Hiring & Recruitment
- HR Administration
- HR SOPS
- Payroll (Manual)
- Employee Benefits
- Training & Development
- Employee Relation & Information

5. Ramada Meridin Hospitality Sdn Bhd Position:

Training Manager (April 2018 – May 2019)

Work Description

PRE-OPENING TEAM

Human Resource & Training

- Recruitment of Heads of departments and the entire staff
- Coordinate communication with candidates and schedule interviews
- Establish basic personnel standards
- Conduct effective induction and orientation sessions
- Coordination of trainings – Training through practical work
- Compulsory trainings – Food Handler, Bomba, First Aid & Halal for employees
- Training Plan (Yearly)
- Observes service behaviours of employees and provides feedback to individuals and/or managers.
- Develop strategic compensation & benefit plans
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, etc)

6. Le Grandeur Palm Resort Johor.

Position: Training Executive (Dec 2014 – March 2018)

Work Description

- Conduct effective trainings, such as
 1. Secrets of Hospitality
 2. Importance of Service
 3. Service from the Heart
 4. Work Ethics
- Telephone Techniques
- Prepare training reports.
- To carry out induction session for new employees.
- To coordinate & supervise foreign and local internship students.
- To successfully apply and claim HRDF Grants.
- Liase with external training providers.
- Conduct English classes for employees.
- Design recognition programs for employees.

Achievements

- Sports Recreation & Welfare Committee – Communication Sub Committee 2015.
- Sports Recreation & Welfare Committee – Secretary 2016.
- Sports Recreation & Welfare Committee – Welfare Committee 2017.
- Empathy Award 2017.

7. Le Grandeur Palm Resort.

Position: Events Executive (Oct 2013 – Oct 2014)

Work Description

- To promptly create event orders.
- To effectively run though event program with the various organizer.
- To ensure program runs smoothly.
- To prepare and sort out master bills.

Achievements

- Service Excellence Award 2014.

8. Mercure / Le Grandeur Palm Resort.

Position: Intern (Dec 2010 – April 2011)

Work Description

- Worked as an intern in the Events & HR Training Department for 2 months respectively.

Achievements

- Represented the Resort in a Career Fair in Suntect Convention Center Singapore.

EDUCATION

- 2017** : Masters in Business Admin (Human Resource)
Open University Malaysia
- 2013** : BA International Hotel & Tourism Management Science (Event Management)
Kolej Damansara Utama (KDU)
- 2011** : Diploma in Hotel Management
Sunway College Johor Bahru
- 2008** : Sijil Pelajaran Malaysia(SPM)
Sultan Ibrahim Girls School

REFEREE

Mr Cheah Hooi Theng

General Manager
(Holiday Inn JBCC)
Tel: 011 - 3302 8589

Ms Arulmany

Finance & Business Support Manager
(Holiday Inn Express)
Tel: 012 - 578 0457

Ms Chua Hui Jong

Finance Manager
(ibis Style Johor Iskandar Puteri)
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