



# Abdul Hakim Abd Rashid

Looking for a senior executive position to further develop my career based on my work experiences, job skills and educational background for the benefit of your esteemed Organization



abdxhakim@gmail.com



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Wangsa Maju, Malaysia

## SKILLS

Human Resource  
Generalist

Sourcing & Recruitment

Interpersonal Skills

Communication Skills

Public Relations

Flexibility

Time Management

## WORK EXPERIENCE

### Human Resources Business Partner Shopee

04/2021 - Present

Kuala Lumpur

*Achievements/Tasks*

- Coordinate the visits to all MYSPX premises (Hubs, Sorting Centres, and Drop off-points) across Malaysia for engagement with a total of 124 premises and to understand employee's and business needs.
- Work closely with Payroll for the processes of offboarding, night shift allowance, working on off-day, and working on Public Holiday, for the payment to the employees.
- Process, track, and record any resignation.
- Track, record and monitor of any SPX Covid-19 cases during pandemic.
- Proactively work with the business to understand their needs and provide necessary support.
- Process, investigate and interrogate of any Industrial Relations cases by following the act.
- Oversee all Human Resource process delivery impacting the employee life cycle such as discipline and grievance, leave management, exit management, policies and career transitions and management.

### Human Resources Executive Prasarana Malaysia Berhad

12/2017 - 03/2021

Kuala Lumpur

*Achievements/Tasks*

- Plan, manage and coordinate the recruitment selection process to ensure its conformance to the recruitment and appointment policies and procedures in hiring the right person for the right job at the right price and time. Monitor and report on selection process such as recruitment advertisement, outsourcing, shortlisting and interviews assessment
- Coordinate and monitor the tracking of staff's contract to ensure all contract staff are getting the confirmation or extension based on their performance during the probation period
- Prepare Recruitment and Sourcing monthly reporting for the management
- On-Boarding session for every intake
- Represents the company for Sepina Court session on staff verification for any accident that involves with RapidBus's staff
- Training records database and process external training application and registrations
- Monitor, track and ensure staff training hours to be completed with 32 hours in a year
- HRDF grant and claim requisition
- Implement cohesive internal communications for the top management and staff through ground engagements such as town hall, recognition program (PEARL), business plan initiative and site visits

Contact: Muhar Bin Khairuddin - +6019 3843355

## LANGUAGES

Malay  
*Native or Bilingual Proficiency*

English  
*Full Professional Proficiency*

## INTERESTS

Football

Travel

Innovations

Superbikes

## WORK EXPERIENCE

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### Corporate Communication Executive Trainee

#### Malaysian Resources Corporate Berhad (MRCB)

02/2017 - 08/2017

Kuala Lumpur

##### Achievements/Tasks

- Keep track company's media article in magazine and newspaper and distribute for internal circulation
- Assist corporate communication team in managing, planning, executing and coordinating corporate events for both internal and external company events
- Managed company events such as Annual Grand Meeting (AGM) 2017, Extraordinary Grand Meeting (EGM) 2017, several series of Site Visit by Khairy Jamaluddin (Former Minister of Youth and Sports) to KL Sports City, Bukit Jalil in preparing to host the 2017 Southeast Asia Games. Media Briefing for KL Sports City. Assist the launching of Cyberjaya Smart City by Former Prime Minister Najib Razak
- Developed and deepened relationships with society by closely monitoring donations, CSR programs managed by company such as Pusat Transit Gelandangan Kuala Lumpur

Contact: Hanita Bt Mustaffa - +6019 3471226

### Digital Communications Unit, Corporate Communication Department

#### Petroleum Nasional Berhad (PETRONAS)

03/2016 - 08/2016

Level 70, Tower 1, KLCC

##### Achievements/Tasks

- Assisting PETRONAS Cultural Belief Wallpaper (Shooting)
- Committee OTCA 2016 (Survey)
- Managing PETRONAS's Intranet (Administrator and analytics)
- Managing Social Media platforms; Facebook, YouTube, Twitter, Instagram (Administrator and analytics)
- Managing a get-together session for Corporate Communication Department (Spring Cleaning Break)

Contact: Maheran Bt Majidin - +6016 6268574

## ACHIEVEMENTS

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### Dean's Award (February 2012)

GPA 3.52 on first semester of Diploma in Communication and Media Studies

## EDUCATION

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### Bachelor of Communication (Hons.) Interpersonal Communication

#### Universiti Teknologi Mara (UiTM)

09/2014 - 08/2016

Shah Alam

### Diploma in Communication and Media Studies UiTM

#### University College Shahputra (UCSA)

07/2011 - 04/2014

Kuantan