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## **PROFESSIONAL EXPRIENCES**

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### **MCE TECHNOLOGIES SDN BHD**

*Jul 2016 – current*

#### ***Human Resource & Admin Manager***

Responsible and oversee full spectrum of Human Resource Operation functions including development and implementation of policies, recruitment activities, compensation & benefits, payroll, training & development, cost management & manpower planning, employee's relations, welfare and other HR related duties.

#### **Recruitment**

- Prepare manpower headcount, vacancies, and recruitment report to identify the needs of recruitment.
- Advertise available vacancies to recruitment channel.
- Follow up the recruitment and interview process.
- In-charge of all HR staffing activities and programs.

#### **Employee Relations**

- Updated and execute the Company policies and procedures in accordance with legal and company guidelines.
- Create employee handbooks.
- Liaise with consultants on create and executive the RBA policy and procedures.
- Resolved employee's day-to-day work-related issue and grievances.

#### **Payroll**

- To administer payroll activities.
- Maintain all personnel information in an accurate and up-to-date manner in line with the Company policy and legislative requirements.

#### **Administrative**

- Provide periodical HR reports and budgets.
- Manage and follow up foreign employees and work passes.
- Handle and ensure company compliance with RBA ("Responsible Business Alliance")
- Undertake ad hoc projects / tasks as when assigned by the superiors.

## **Performance Appraisal**

- Designing, developing and implementing performance management system, include but not limited to tabulating KPIs, analyzing key performance indicators, and forming list of rankings.
- Discussing with managements and employees with performance improvement plans and monitoring the following executions.

## **COUNTRY GARDEN DANGA BAY SDN BHD**

*Aug 2013 – Mar 2016*

### ***Senior HR Executive (Assistant Manager equivalent)***

#### **Recruitment**

- Led and delegated 11 large recruitment events (> 200 attendees) and follow up recruitment and interview process
- Responsible Country Garden's Future Leader Program's recruitment.
- Provide administration support in all HR staffing activities and programs.
- Prepare manpower headcount, vacancies, and recruitment report to identify the needs of recruitment.

#### **Employee Relations**

- Handled corporate events such as monthly birthday parties, corporate sport events, annual dinners, team building events, employee trips, bachelor party, singing competition and project seminars.
- Resolved employee's day-to-day work-related issue and grievances.
- Drafted and established Employee Handbook for Malaysia Region.

#### **Payroll**

- Calculating salary, allowance and overtime claims.
- Tracking proper records of attendances and leaves for monthly payroll preparations.
- Analyzing attendance logs and trends for regional management's review.

#### **Training**

- Involved in training and development of staff through conducting of new employee orientation, scheduling, and coordinating training courses.
- Collaborate with department managers on training and development programs – compiled and performed quarterly update reports for Asia Pacific training information for internal reviews.

**PRENT (M) SDN BHD*****May 2012 – Aug 2013******Assistant Logistics Coordinator***

- Arrange logistic flows according to Daily Shipping Schedule – prepared work documents from pickup to end delivery – Apply Certificate of Origins for oversea shipments.
- Liaise with Sales Coordinator, warehouse, personnel, transporters, and forwarders for shipment arrangement in order to ensure timely delivery.
- Arranging fumigation activities and container movements.
- Prepare Sales Weekly Report in updating the team on shipments activities and logistics latest information / matters.
- Assistance for import and export shipments.
- As directed, to perform other duties of similar and associated nature of work.

**SYARIKAT SIN KWANG PLASTICS SDN BHD*****Jul 2009 – Apr 2012******Executive***

- Responsible for out-going and in-coming processing and documentation, including generate delivery/shipment documents.
- Responsible to liaise with Production Department on customer orders for the production planning and scheduling purposes.
- Process shipping documents including Delivery Order, Packing List, Commercial Invoice and others.
- Maintain proper records on all communication tracks with customers, includes customer rejects and claims.
- To arrange for lorry on the location and quantities per lorry load by using delivery advice (DA).
- Updated latest price provided by customers into SAP system.
- Perform other duties which assigned by direct superior.

**EDUCATION**

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**TUNKU ABDUL RAHMAN COLLEGE***Advanced Diploma in Human Resource Management, May 2009***TUNKU ABDUL RAHMAN COLLEGE***Diploma in Human Resource Management, June 2007*

## **ADDITIONAL INFORMATION**

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**Notice Period** : 3 months

**Expected Salary** : RM14,000