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Education Background

1. Bachelor Degree in Business & Human Resource Management
University of Sunderland (Segi College, Subang Jaya)
2. Diploma in Business Administration
Sunway College, Johor Bahru

Employment History

1. Position: Recruitment Consultant
Company: Agensi Pekerjaan Asia Recruit (Johor) Sdn Bhd
Nature of Business: Recruitment Firm
Duration: Mid of May 2021 to Present
Type of employment: Full time/ Permanent
Job Description:
 - ❖ Perform searches to identify qualified candidates according to relevant job criteria, using databases, online platform.
 - ❖ Contact potential candidate to share client's job opportunity, explore & attract their interest level toward client's position.
 - ❖ Conduct pre-screening interview to assess candidate's suitability before submitting their profile to client for consideration.
 - ❖ Prepare suitable candidate profile & forward to client for further consideration.
 - ❖ Organize interviews for candidates as requested by the client;
 - ❖ Update candidates on the progress of their application & the results of their interviews;
 - ❖ Negotiate pay and salary rates and finalize arrangements between client and candidates;
 - ❖ Work towards and exceed sales targets given
2. Position: Recruitment & Operation Executive
Company: Brunel Energy Malaysia Sdn Bhd
Nature of Business: Manpower Supply for oil & gas industry
Duration: Mid October 2019 to Present
Type of Employment: Full time / Permanent
Job Description:
Recruitment:
 - ❖ To source and conduct recruitment to hire suitable candidates according to clients requirement.
 - ❖ Provide manpower support to other associated companies in the Brunel Group. Interacting with the various client resources' focal points and discussing their current and future vacancies
 - ❖ To manage full cycle of recruitment process. Responsible for recruit & to ensure all recruitment orders & deadline are met. Conducts initial screening of shortlisted applicants before endorsing to technical or operational personnel for final interview.
 - ❖ Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.

- ❖ Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
- ❖ Determines applicant requirements by studying job description and job qualifications.
- ❖ Attracts applicants by placing job advertisements; And resume search job sites.
- ❖ Arranges management interviews by coordinating schedules; arranges travel, lodging, and meals; escorting applicant to interviews; arranging community tours.
- ❖ Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.
- ❖ To organize essential logistics requirements for personnel such as accommodation and transport.
- ❖ Manages new employee relocation by determining new employee requirements; negotiating with movers; arranging temporary housing; providing community introductions.
- ❖ Prepare the Offer Letter & Employment Contract to initiate the offer.
- ❖ To Coordinate the support from other departments and facilitate new employee on – boarding in a most efficient manner (working closely with IT, Admin, Training & Compensation & Benefits - Insurance, Documentations)
- ❖ Ensure that all incoming manpower inquiries are updated into the manpower requirement summary list.
- ❖ To update and input of Data into Personnel Global Database.

Offshore Employee Activities:

- ❖ Deploy manpower on the rigs in accordance with crew change schedule
- ❖ Coordinate with travel agencies for arranging tickets for the incoming and outgoing rig crew
- ❖ Prepare Visas and other documents required for rig crew
- ❖ Coordinate with Hotels for booking rooms for incoming and outgoing crew
- ❖ Coordinate with local agencies for ferrying rig crew during crew change schedule
- ❖ Maintain and update the rig crew training matrix
- ❖ Coordinate with training centers to organize training for rig crew in accordance with the training matrix
- ❖ Check and Verify invoices raised by local agents and other service providers before payment processing
- ❖ Address employee grievances related to travel and pay.

Quotation/Tender/Pre-screening:

- ❖ Co-ordinate tender documents for collection and submission to/from clients and not limited to the following:
- ❖ To prepare and submit the major tenders including the technical and commercial bid proposal response to client's Invitation to Bid (ITB), Request for Quotation (RFQ) and
- ❖ Tender Clarification (TC).
- ❖ To coordinate tasks among the department on proposal requirements and preparations.
- ❖ To liaise with the clients if there are clarifications regarding the tender requirements that arise during preparation of tender proposal by issuing Request for clarification.
- ❖ To review Purchase Order/Work Order issued by clients.

Reason for Leaving: To relocate to Johor Bahru.

3. Position: Admin Executive

Company: Legacy Events Sdn Bhd

Nature of Business: Events Management

Duration: April 2019 – Present

Type of Employment: Part Time basis

Job Description:

Administrative duties

- ❖ Provide full administrative support with Director/Head of Department including:
- ❖ Email management and diary.
- ❖ Drafting correspondence and emails.
- ❖ Scheduling, organizing, and coordinating meetings and events.
- ❖ Document preparation for meetings with projected company.
- ❖ Building database and network.
- ❖ To advice of impending work deadlines for both internal and external commitments.
- ❖ Coordinating travel plans and accommodation.
- ❖ Setting up conference call and administrating client inquires.
- ❖ Invoice and expenses management.
- ❖ To provide comprehensive administration support.
- ❖ To ensure premise is clean and neat at all time.
- ❖ To handle filing of documentation.
- ❖ To handle quotations and sponsorship letters.

Legacy Education Sdn Bhd

Administrative Duties:

- ❖ Email management and diary.
- ❖ Drafting correspondence and emails.
- ❖ Scheduling, organizing and coordinating meetings and events.
- ❖ Document preparation for meetings with tutors.
- ❖ Building database and network.
- ❖ To advice on impending work deadlines for both internal and external commitment.
- ❖ Coordinating travel plans and accommodation.
- ❖ Setting up conference call and administrating client inquires.
- ❖ Invoices and expenses management.
- ❖ To follow up on outstanding payment and invoices.
- ❖ To provide comprehensive administration support.
- ❖ To ensure premise is clean and neat at all time. Human Resource Management:
- ❖ Screening cover letters and resumes for vacancies.
- ❖ To conduct phone and face to face interview to match suitability of qualification and experiences with position on hand.
- ❖ Closely follow up with both the Director and candidate on interview status update.
- ❖ To inform candidates on interview status.
- ❖ To carry out on boarding process including serving offer letter and explaining itineraries stated in the offer letter.
- ❖ To issue show cause letter for employee misconduct.
- ❖ To conduct payroll for employees based on punch card system. Accounts:
- ❖ To key into system based on receipts; income and expenses tracker, petty cash tracker.
- ❖ To provide support to outsourced accountant.

Reason for leaving: To seek permanent / full time employment.

4. Position: Consultant Talent Support

Company: Kelly Services (M) Sdn Bhd

Nature of Business: Recruitment Agency

Duration: February 2016 - March 2019

Type of Employment: Permanent

Job Description:

- ❖ To read and sort cover letters and resumes for screening process.
- ❖ To write up and post job vacancies on job portals and social media.
- ❖ To conduct phone interview and face to face interview to match suitability of qualification and experiences with vacancy on hand.
- ❖ To propose suitable candidate to client.
- ❖ To make interview arrangement with client and candidate.
- ❖ To follow up with client on proposed candidate.
- ❖ To conduct background check of shortlisted candidate.
- ❖ To work closely with candidates and client on shortlisted candidates.
- ❖ To notify candidate on the hiring and offer letter signage.
- ❖ To maintain and update interview and hiring records.
- ❖ Acting Engagement Consultant; send timesheets to payroll team for salary process and assist in disciplinary issuances.

Achievement: Successfully closed 10 positions in two accounts. Closed 3 months target in one account amounting to RM 53,000.00.

Reason for leaving: To seek new environment.

5. Position: Recruitment Consultant

Company: Candidates Recruitment

Nature of Business: Recruitment Agency

Duration: April 2015 – October 2015

Type of Employment: 6 months contract

Job Description:

- ❖ To read and sort cover letters and resumes for screening process.
- ❖ To write up and post job vacancies on job portals and social media.
- ❖ To conduct phone interview and face to face interview to match suitability of qualification and experiences with vacancy on hand.
- ❖ To propose suitable candidate to client.
- ❖ To make interview arrangement with client and candidate.
- ❖ To follow up with client on proposed candidate.
- ❖ To conduct background check of shortlisted candidate.
- ❖ To work closely with candidates and client on shortlisted candidates.
- ❖ To notify candidate on the hiring and offer letter signage.
- ❖ To maintain and update interview and hiring records.

Achievement: 3 months of continuous sales closure.

Reason for leaving: End of contract.

6. Position: HR Intern

Company: Citigroup Transaction Service Malaysia

Nature of Business: Call Centre

Duration: May 2014 – October 2014

Type of Employment: Internship

Job Description:

- ❖ To update and maintain interview records.
- ❖ To carry out logistic of sending candidates for interview with Unit Manager after first round of interview with HR.
- ❖ To maintain and update disciplinary record.
- ❖ To issue disciplinary letters to employees that encounter performances issue and misconducts.
- ❖ To collect documents for payroll and claims process.
- ❖ To prepare employment letter for candidates.
- ❖ To fill in IT form and send to respective department for workstation preparation.
- ❖ To inform department coordinators and head of new hiring's.
- ❖ To prepare resignation and handle employee exit.
- ❖ To conduct calculation of annual leaves, sick leaves and emergency leave taken by employees and send the attachment to payroll team for further process.

Reason for leaving: Internship period completed.

Language Proficiency

From the scale of 1 (weakest) to 5 (strongest):

1. English
Written: 4
Verbal: 4
2. Bahasa Melayu
Written: 3
Spoken: 4

Skills

1. Computer Application:
 - ❖ Outlook
 - ❖ Zoho
 - ❖ Powerpoint
 - ❖ Excel
 - ❖ Word
 - ❖ DEX System
 - ❖ Wizard
2. Possess good work ethics and attitude
3. Interview skills

Others

Availability: One (1) month notice period

Current salary: RM 3,050.00 (Basic)

Expected salary: RM 3,500 (Negotiable)

