



KIRANJEET KAUR GILL

WORK EXPERIENCE

Recruitment Manager - BIG

The Coca-Cola Company

October 2021 - present



Talent Acquisition:

- Implement the sourcing strategy and source qualified candidates at managerial and senior executive level for open positions in the BIG organization
- Utilize a variety of sources and recruitment tools (like LinkedIn, social media and career portal) in line with Coca-Cola BIG's employer brand strategy and social media policies with a focus on direct sourced (passive) candidates.
- Responsible for being the first point of contact for candidates, delivering exceptional candidate experience and ensuring that candidates are effectively pre-screened before inclusion into the recruitment process.
- Qualify candidates for skill, culture, and motivational fit, utilizing behavioral based approach and screening criteria defined by the function.
- Maintain timely and accurate information on all candidate interactions in the recruitment database.
- Proactively pipeline talent and create pre-qualified candidate talent pools in line with the business and workforce plans.
- Maintain relationship with existing talent pool candidates to obtain and capture up-to-date market intelligence and brief them on potential current and future opportunities.
- Assist with development and implementation of candidate initiatives such as networking events, candidate newsletters, recruitment campaigns, etc.

Employer Branding:

- Build a digital roadmap that enables BIG markets to increase its presence and share of voice across all online platforms
- Creation of innovative, aspirational and relevant content for our target audience and the regular monitoring of social media metrics to guarantee audience engagement with a YOY growth
- Create a comprehensive program that rallies and enables employees as primary ambassadors who showcase their employee experience to help attract top talents
- Provides leadership and guidance to develop the EB Council members to achieve organization's goals assigned for each pillar
- Develop an attraction strategy for partner universities and professional networks that engages top students and experienced professionals, creating a robust talent pipeline for Coca-Cola
- Co-design the ASPIRE Future Leaders Program in order to become the top of choice young talent program of top students
- Network with experienced professionals across FMCG, tech and different industries to attract top experienced professionals for Coca-Cola's opportunities

PERSONAL PROFILE

I have worked in recruitment, ultimately gaining experience in Commercial, Support and Supply Chain function. There's nothing like the thrill of a candidate's enthusiastic "Yes!" to an offer. Perhaps even more satisfying is successfully recruiting the right talent and seeing them develop a billion-dollar product. My role as a HR Business Partner enables me to address any HR related needs and providing consultancy to functional stakeholders on HR related issues. Knowing my efforts impact the bottom line keeps me going every day

CONTACT



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PROFESSIONAL SKILLS

- Excellent written and verbal communication skills
- Self-motivated with ability to work effectively with minimal supervision in a fast pace environment
- Highly meticulous and detail oriented, takes great pride in work
- Structured thinking, able to evaluate problems and come up with effective solutions
- Demonstrated evidence of solid time management and organizational skills
- Demonstrated ability to self-motivate, set goals and meet deadlines
- Knowledge of various job portals, social media and social networking sites with experience in Boolean searching
- Strong stakeholder and candidate management experience

KEY ACHIEVEMENTS

- **Talent Acquisition Toolkit (2022)**

Successfully created a toolkit for all recruiters across BIG Market that consist of intake form, phone screening form, interview guideline, recruiter & hiring manager guide to develop recruiting capability

- **Social Media Content Calendar (2022)**

Implementation of social media calendar for the whole year of 2022 to ensure we plan ahead, keep our content marketing well-organized and on track that helps with producing content consistently

- **Covid - 19 Management (2021)**

Implementation of on-site swab test for all employees on a biweekly basis to ensure the health & safety of our employees are well taken care of

- **Job Description Review (2020)**

Effectively trained Supply Chain HODs on the process of writing a JD and completed the JD updating exercise

- **LinkedIn Page (2020)**

Successfully promoted the company LinkedIn page for CCBM & CCSB to increase the visibility as an employer of choice for potential candidates

- **Successful Job Placements (2019)**

Achieved deliverables set which includes conversion rate of 80% from short-listed candidates to interview and generation of 20 leads per requisition

- **Coca-Cola Annual Dinner 2018: MOVIE NIGHT**

Supported in organizing the Annual Dinner of Coca-Cola for 1000 employees

- **Mass Interview (2017 & 2018)**

Promoted, sourced, interviewed and hired potential candidates for 2 main projects in Supply Chain (Warehouse-Rapid & Enstek 2). Successfully closed a total of 42 headcounts in average of 45 days

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WORK EXPERIENCE

HRBP - SUPPLY CHAIN

Coca-Cola Bottlers (Malaysia) Sdn Bhd

February 2021 - present



- Partner with Supply Chain leadership team to implement appropriate HR initiatives towards retaining, developing a high performing and engaging team
- Responsible for supporting and updating the Supply Chain business unit on all HR matters, including Employee Relations, Recruitment, Organization Development & Learning (ODL), Compensation & Benefits (C&B) matters
- Deployed Supply Chain (SC) Brown-Bag Series on a monthly basis to provide learning opportunity for SC associates and helps deepen their understanding on each department's operations
- Led Covid-19 Management initiative - Tracking of infected associates, their close contact and provide advisory on processes to be taken till recovery. Implemented a biweekly RTK test to curb the virus and protect the health and safety of our associates
- Enhanced the onboarding process of Supply Chain new hires to ensure they are well onboarded to their role, making them feel at home and what the company has to offer
- Managed the Supply Chain monthly townhall to engage employees keeping them informed on the business updates and discuss important topics to align everyone with a common ground

HUMAN RESOURCE EXECUTIVE - TALENT ACQUISITION

Coca-Cola Bottlers (Malaysia) Sdn Bhd

March 2020 - February 2021

- Partner with the Hiring Managers to effectively source, recruit, evaluate, interview, and select top talent to meet the Company's staffing needs
- Organize, streamline, and manage the onboarding process for new hires into the company
- Promoting Coca-Cola to students at universities and acting as a first point of contact for Graduate Hiring
- Participate in employment events such as career fairs and promote the Company as an Employer of Choice
- Successfully set-up and increased the number of followers of Coca-Cola LinkedIn page (CCBM & CCSB) as part of Employer Branding
- Develop and update job descriptions and specifications.
- Recruitment Metrics & Dashboards (SIMA) - To generate the attrition rate, organization demographic, hiring trend & analysis and advise the business on the respective aspects
- Led the onboarding process of Managers & Directors to ensure they have an overview of all departments in the company.

AWARDS

- IR Law Conference (2021).
- Certificate in Malaysian Labour Laws (2019), MIHRM.
- Food Defense & Food Fraud Training Certification (2018)
- Behavioural Based Interview Certification (2017)
- Certificate In Effective Time Management (2016)
- Dean's List Award For First Semester (May 2013)

TALENT SPECIALIST - ASEAN

SC Johnson - RPO | July 2019 - February 2020



- Manage ATS (Gr8 People & Workday) set up, search string build, market intelligence, competitor talent map set up
- Responsible for proactively seeking to identify all talent, primarily through effective and diligent methods via database & social media searches and quickly analyze social data and resumes to engage qualified candidates
- To partner with multi-location, global colleagues in executing appropriate sourcing methods to produce quality candidates for our clients
- To attract talent from public and private online communities, leverage owned media (website, career website) and earned media (social media channels) to build awareness on various talent communities
- Worked on job analysis and quarterly jobs forecast, social media sharing, proactive candidate assessment and on-going candidate care specifically on client and candidate advisory
- Engaging and communicating with prospective candidates and make independent judgment to determine fit and use persuasion to sell candidate on employment opportunities
- Develop strong relationships with client facing recruiters and provides innovative solutions to solve recruiting challenges

HUMAN RESOURCE EXECUTIVE - TALENT ACQUISITION

Coca-Cola Bottlers (Malaysia) Sdn Bhd



July 2016 - June 2019

- Responsible for end-to-end recruitment of all categories of Staff (SIMA) for all functions (Supply Chain, Support & Commercial)
- Managing Third Party Agencies - Negotiating with staffing agency to ensure that rates charged for contract workers are competitive
- Develop and implement strategy for Employer Branding such as engaging in recruitment activities including career fairs, career talks and campus recruitment
- Assist in organizing online technical tests ie: AON Assessments, DISC
- Provide subject matter expertise in all staffing policies and processes and maintain knowledge on all equal employment opportunity regulations
- Maintain knowledge on all industry trends to ensure compliance to all recruitment guidelines and assist recruitment team to design all performance standards
- Act as a support for TA Manager in any other ad-hoc matters
- Work closely with Hiring Managers & HRBPs upon staff confirmation
- Process all invoices and keep track of monthly spending
- Administrative duties & record keeping
- Participate in career fairs and engaging with universities & campuses to absorb young talent upon graduating

EDUCATIONAL BACKGROUND

UNITAR INTERNATIONAL UNIVERSITY

Masters in Business Administration

April 2021 - April 2022

- CGPA: 3.7/4.0

OPEN UNIVERSITY MALAYSIA

Bachelor In Human Resource Management (Hons)

May 2013 - May 2017

- CGPA: 3.4/4.0