

# Marina Anthony Dass

## Human Resources Executive (Recruitment)

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I am a highly organized, results-orientated recruitment executive with three years' experience working in corporate healthcare sector. I am adept at working under high pressure, where attention to detail, clear communication and organization are paramount. My capacity to multi- task and take on additional responsibilities has been recognized in both of my roles to date. I am now looking for a challenging new position where my skills and experience can be fully utilized and further enhanced.

### Work experience

#### IHH Healthcare Malaysia, Malaysia Operation Division C/O Pantai Medical Centre Sdn Bhd

Sep 18 - Present

Human Resources Executive (Recruitment)

- Process the Manpower Hiring Requisition Form from IHH Healthcare Malaysia & Hospitals & get approval from Head of Human Resources & the Chief Executive Officer of IHH Healthcare Malaysia.
- Posting job advertisements in LinkedIn / JobStreet.
- Assisting in the recruitment process, ie : make preparations & conduct phone interviews, face to face interviews, resume screening, set up interview appointment to the candidate with the help of respective hiring managers.
- Conducting personality assessment test with candidates and evaluate their Personal Insight Profile according to the answers given.
- Involved in interview sessions, ie : evaluate candidate's performance, explaining employee benefits if needed.
- Perform background check for selected candidate with CTOS and from previous employer.
- Preparing new hiring proposal of the shortlisted candidate after being discussed with Manager, Recruitment and Manpower Hiring on the salary packages & etc.
- Submitting new hiring proposals to the respective hiring managers & CEO, IHH Healthcare Malaysia for approval.
- Preparing guarantee letter & medical examination form for the shortlisted candidate & collecting the medical report from Staff Clinic.
- Preparing Letter of Offer & onboarding documents.
- Conduct induction & officer tour for the new joiners twice a month.
- Briefing Letter of Offer to the new joiners prior onboard.
- Sending out the employment kit.
- Preparing personal files of the new joiners & send to payroll for process.
- Follow up with candidates for proposal submission.
- Preparing resignation letter for the resignees.
- Conduct clearance procedure with the resignees by collecting all the documents, ie : exit interview form, handover of operational & functional documents & checklist of resignation.
- Following up with the proposal questions from candidates for marketing team.
- Preparing memo to finance for buy-out, LinkedIn or JobStreet payment, CTOS payment & etc.
- To update the recruitment report monthly with the relevant information, such as requested positions, numbers required, name of the candidate, joined date & etc.
- To update recruitment cost report monthly for paid out expenses, such as sign-on bonus, buy-outs, LinkedIn / Jobstreet & etc.
- To update internal equity monthly.
- To update organizational charts of MOD & Hospitals as & when needed.
- Preparing & updating personal files for new hiring employees.
- Managing staff movement (new joiners, transferred staffs and resigned staffs) for every month and update staffs accordingly.
- To update parking and public transport allowance for all staffs by liaising with the Administration Department.
- Vast experience in Immigration related matters, ie : involved in full process of application and renewal of Employment Pass category I to III, Professional Visit Pass, Special Pass & etc for expatriates in IHH Healthcare Malaysia.

#### Parkway Pantai, IHH Healthcare Malaysia, Malaysia Operation Division

C/O Pantai Medical Centre Sdn Bhd

Feb 18 – June 18

Internship Trainee

- Developed & worked on a project called 'Training Needs Analysis' for the Learning & Development Team for 13 Hospitals throughout the region.
- Assisted Manager of Learning & Development in handling training programs, ie: 7 Habits of Highly Effective People & Performance Management Program.
- Managed administrative work in the Human Capital Management department.

#### Godvit Travel & Tours Sdn Bhd

June 17 – Sep 17

- Sales Consultant & Human Resource Assistant
- In charge of flight ticket and hotel room bookings
- Handled recruitment and payroll related works

Education

<b>Bachelor Degree in Entrepreneurship (Health Entrepreneurship) with Honors</b> Universiti Malaysia Kelantan	<b>2014 -2019</b>
<b>Sijil Tinggi Pelajaran Malaysia (STPM)</b> SMK Aminuddin Baki, Kuala Lumpur	<b>2012 - 2013</b>
<b>Sijil Pelajaran Malaysia (STPM)</b> SMK Convent Peel Road, Kuala Lumpur	<b>2007 – 2011</b>

Skills

<b>Detailed job description</b>	<b>HR Management</b>
<b>Recruiting</b>	<b>Executive search</b>
<b>Sourcing candidates</b>	<b>MS Office</b>
<b>Negotiation</b>	<b>Immigration skills</b>
<b>Screening resumes</b>	<b>Interview skills</b>

References

- Available upon request.