



Kelvin Lam

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32 Sastra U-Thant, Kuala Lumpur

Experience 15 years

Education University of Malaya
Bach Degree, HR

Nationality Malaysia

Experience

Feb 2023 - Present

Talent Acquisition & HR Governance

China Construction Bank

Aug 2022 - Feb 2023

Relocated to Perth, Australia

Assist on Parent's migration.

Sept 2016 - Aug 2022

HR & Recruitment

Al Rajhi Bank Berhad

Talent Acquisition

- Support VP/ CEO-1 level recruiting support. Implement a comprehensive Recruitment Tracker to determine TAT & to provide overall status of hiring for the organization.
- Led, trained, managed and directed a team of HR Generalist to master recruitment.
- Timely update on recruiting operations, capabilities and challenges with new recruitment strategies as per Recruitment calendar.
- Influence stakeholder's hiring decision with updates from the market, internal equity, cost & long term view on candidate's career path to meet business goals.
- Develop & implement on boarding initiatives, measure effectiveness of on boarding plan tailored for top management up to executives.

Management Reporting

- Submission of HR updates via HR Dashboards, monthly movement reports.
- Monitor monthly headcount and suggest internal staff upgrade via talent development initiatives

Business Partner & Manpower Planning

- To provide HR advisory and support to various stakeholders including Retail Banking, Corporate & Investment Banking and Treasury Department
- Provide Headcount Control and Manpower Planning
- To assist the department heads to plan for their manpower needs, making sure that the department's resources are sized correctly and deployed in an efficient manner.
- To play a control role over the department's given headcount for the year, balancing between personnel budget against business needs.
- Work with the department heads in executing the performance management

process, in accordance to the Performance Management Procedure.

- Ensure that appraisals are merit-based and executed with fairness and honesty.
- Exercise tight control and monitoring over PIP cases and to provide guidance to the line managers as necessary.

May 2010 - Sept 2016
(6 years 4 months)

Pipeline Resourcing Management Malayan Banking Berhad

Focus Area:-

- Corporate Banking & Transaction Banking/Cash Management
- Information Technology & Operations
- International Hiring
- Maybank Islamic
- Maybank Scholarship
- Skim Latihan 1 Malaysia
- Graduate Pipeline Programme
- Campus Engagement
- Internship Hiring

Sourcing

- Sourcing of candidates and incorporating appropriate selection tools, to assessing candidates, providing feedback and managing recruitment budgets.
- Ensuring communication channels between business leaders and resourcing team are working effectively and that all parties have a shared understanding of the recruitment process.
- Facilitating the implementation of the new recruitment operating model across the organization.
- Designing and delivering innovative sourcing strategies and solutions to meet business growth needs and generate diverse pools of applicants whilst closely controlling cost bases.
- Proactively searching for identifying, networking with and directly contacting active and passive job seekers, both internally and externally, sourcing the very best candidates using a variety of channels that are aligned to end effectively communicate the employer brand including :- Online advertisement (careers website, external job board postings) and automated electronic candidates searches;
- Contacting potential candidates who have posted their information on the internet, consistently generating leads from applicants over the phone or face to face.
- Searching the in-house CV database, creating hot lists, keeping high quality declined candidates warm and on 'potential prospect lists.
- Engaging and managing external panel recruitment agencies, where required.
- Developing multi-hire sourcing approaches and working in partnership with colleagues across the network to tap in to overseas sourcing channels and co-ordinate global campaigns;

Selection & Hiring

- Conducting preliminary and behavioural interviews, as required, assessing candidates to ensure cultural fit for the bank, values alignment, long term potential, and technical fit for roles (via telephone or face to face where possible), setting realistic role expectations.
- Advising hiring managers on which candidates to progress to the next

stage, ensuring the right recruitment decisions are made, challenging the business recommendations as required.

- Completing legal right to work and address verification during interview process;
- Managing any rejections who may be potentials for other roles, ensuring that rejections are handled appropriately and candidate contact is maintained;
- Co-coordinating timely provision of feedback between the hiring manager, suppliers (where relevant) and candidates.
- Negotiating offers between hiring managers, suppliers (where relevant) and candidates, assisting in the negotiation of release dates.

Others

- Operational Workflow - develop documented workflow and continuous studies of service improvement and best practices to reduce turnaround time and operational risks (errors) - team work.
- Analysing recruitment data, reports to proactively monitor and interpret internal and external conditions / trends, using these findings to identify areas for improvement in delivering Talent Acquisition solutions that meet business needs e.g. more effective and / or efficient channel management, candidate conversion;

Projects:

- Handle the management and co-ordination of recruitment for Enterprise Transformation, Corporate Banking Pipeline, SL1M & Graduate Trainee
- Manage recruitment for International Indochina
- Prepare recruitment guidelines for International Offices
- Monitor job advertisement posting on overseas websites

Oct 2009 - Apr 2010
(6 months)

Human Resource Executive **Bank of Tokyo-Mitsubishi UFJ (M) Berhad - Malaysia**

Recruitment

- Coordinates, negotiates and liaises with employment and advertising agents on service fee, advertisement recruitment and interview schedules.
- Arranges and conducts interviews. Prepares Letter of Appointment (LOA) to selected candidates and Letter of Rejection to unsuccessful candidates.
- To monitor and update Interview List database.

Training

- Conducts orientation program to new employees.
- Coordinates and liaises with external Consultants on employees' training needs and arranges training schedules for employees.
- Evaluates the effectiveness of the respective training programs by obtaining feedback from employees.

Administration

- Verify all the invoices, including office furniture, stationery items.
- Supervise on employee attendance (late in, early out).
- Prepare attendance and OT report via access card.

Compensation & Benefits

- Support corporate events such as company's annual dinner, family day, and Team Building Course and sports recreations.
- Attends to employees' grievances and complaints.
- Provides feedback to the management to enhance a better and cordial working environment (result of the Staff Satisfaction Survey).
- Reviews compensation and benefits package for all staff.

- Verify all the claims (medical and OT claim) and send to payroll for payment via monthly salary.

Jun 2007 - Sept 2009
(2 years)

Human Resource Executive AEON Co. (M) Berhad - Malaysia & Japan

Recruitment

- Plan and execute recruitment activities including placing job advertisements, resume screening, candidates short-listing and interviewing to support manpower needs in line with the company business objectives to all levels and all forms of employment i.e. permanent or contract.
- Works with the internal relationship and manpower budgeting managers to understand the staffing needs and execute recruitment programs to fill up the needs.
- Responds effectively to fast changing market environment and company demands for manpower requisitions with innovative recruitment programs such as walk-in interview, campus recruitment etc.
- Work closely with the manpower budgeting managers in planning and developing human capital.
- Additional Experiences/ Exposures on Mass Recruitments in Northern and Southern of Malaysia Which were included Kedah, P. Penang, Perak, Melaka, J. Bharu, N. Sembilan for new store opening. Moreover, handling Career Talk and Fair in Educational Institution which were included University of Malaya, UCSI College, Jobstreet and JobsDB career fair etc.
- Maintaining Candidates Database (Sufficient Workforce) by making sure sufficient candidates are available from time to time for various vacancies within a stipulated turnaround timeframe
- Any other ad-hoc duties/ projects assigned. Such as talent management, organizational development etc

Training

- Conducts orientation program to new employees.
- Coordinates and liaises with external Consultants on employees' training needs and arranges training schedules for employees.
- Evaluates the effectiveness of the respective training programs by obtaining feedback from employees.
- To provide a SAP Training (basic level) for HR Staffs - Scope of transactions: PA 40, PA 30, PA 20, PPOME and PP01.

Employment

- Monitor employee contract expiration.
- Monitor and administer the employee performance appraisal and promotion.
- Monitor staff movement and secondment to other company.
- Ensure the filing of all employment documentations is in order.
- Notify payroll team on new employment (Letter of Offer, acceptance letter, Payroll check-list) and termination cases.
- Create and update the employee record (Staff database, Interview List database).
- Conducts Exit Interview session (if any).
- Ensure all job description is up-to-date.

Personnel Administration - PA 40 (SAP)

- To create SAP ID for the New Employee (new hires), followed by the hiring actions created in the SAP System.
- Actions to be execute in PA 40 as below:

- Hiring / Re-entry
- Confirmation / Extension of Probation
- Promotion / Re-designation
- Organizational Assignment / Secondment
- Change of Pay / Change of Grade
- Long Term Absence / Resume Work
- Resignation / Termination

Personnel Administration - PA 30 (SAP)

- To maintain data created in the SAP.
- To maintain and change payroll related data (basic salary, payroll area, bank details, subarea, cost distributions, EPF, Socso & Income Tax Deductions).
- To create and update any allowance or deduction payments for employees (Tabung Haji, Bank Islam, Zakat, Travel Allowance, Meal Allowance, Hardship Allowance, etc).

Organization Management - OM (SAP)

- To maintain organization chart for Human Resource Division using PPOME.
- To create any organization chart using PPOCE.
- To create organization unit and position in the department required.

Education

2007	University of Malaya Bachelor's Degree in Human Resource Management Malaysia
	CGPA 3.68/4

Skills

Advanced Intermediate	Microsoft, Lotus, HRFlex, Project Management, Mass Recruitment SAP, HRIS, e-Recruitment
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