



Low Kin Kit (KK)

Professional Summary

Techie-HR personnel that is enthusiastic about data & providing that magnetic touch within workspaces.

Work History

HEAD, HUMAN RESOURCE 12/2022 - Current

NEUTROVIS SDN BHD

- Heading the HR department in core scopes of business partnering (250 employees), talent acquisition & employer branding, HRIS, payroll management, performance management.
- Kickstarting projects minorly on L&D and C&B.
- Revamp policies, certain HR processes & initiate HR KPIs
- Spearheading new HRIS system implementation (Project timeline - Q1 to Q3, 2023)
- Performance Management setup
- Conducted 2022 Annual Increment Cycle in April 2023
- Tightening employee confirmation workflow & policy
- Direct reports of (1 HRBP, 1 C&B Admin, 3 Recruiters)

SENIOR MANAGER, TALENT ACQUISITION 06/2022 - 12/2022

NEUTROVIS SDN BHD

- Recruitment lead role, spearheading recruitment processes, best practices, manpower budgeting & planning, consulting CEO on FMCG & Pharmaceutical talent mapping
- Setting up of all corporate functional departments & inhouse creative agency (In total 17 HODs)
- Flipping a company size of 50 to 200 in 6 months including HODs
- Regional recruitment in SEA & North-East Asia - Director of (Sales / Trade Marketing / Marketing / Procurement)
- Managing a team size of 2 recruiters
- Business partnering with all key stakeholders and heads on HR operational matters
- Employer branding initiatives - career fairs & talks
- 0% external agency usage in 2022

MANAGER, HRIS 04/2021 - 05/2022

DKSH MALAYSIA SDN BHD

- Spearheading MY HRIS COE in process improvement projects (existing & new implementation)
- SAP administrator for MY and being the Data Quality Management (DQM) officer
- Reviewing and enhancement of user guides & manuals for MY HR colleagues
- MY representative of SAP Success Factor's project rollout and migration (Performance, Recruitment module)
- General Data Protection Regulation (GDPR) officer for MY
- System & module coverage: SAP, FlexHR, K2 GPW, PowerBI, P-Files management, MS Forms (Exit Interview/New Joiner Sheet), EEC employee claims

ASSISTANT MANAGER, RESOURCING & TALENT ACQUISITION 02/2019 - 04/2021

DKSH MALAYSIA SDN BHD

- Spearheaded MYS recruitment activities across the board for all business units - for Senior Managers and above (FMCG, Healthcare, SCM, HQ Services)
- Dedicated end-to-end Recruiter for Technology (MYS) & Performance Materials (MYS) business units
- Solely partnered with stakeholders from Malaysia, Singapore, Thailand, Indonesia, Vietnam
- Role coverage: Sales, Marketing, BD, E-Commerce, Product management, Client management, Operations, Finance, Salesforce Effectiveness trainer, Specialists in Scientific instrument & equipment, Machinery sales, Lab application, Raw materials
- Involvement in employer branding programmes - Career fair, career talk, student engagement, walk-in interviews, graduate recruitment etc
- Certified internal facilitator / trainer (Recruitment & Talent Acquisition workshops)

TALENT ACQUISITION PARTNER 04/2021 - 05/2022

CB GLOBAL CORPORATE SERVICES SDN BHD (CBRE)

- Overseeing Recruitment Portfolio in Malaysia (HQ, FM Client Sites, Shared Services Hub)
- Actively managed (20 to 40 roles; 65 being the peak)
- Recruitment Projects in Malaysia (Eg.2017 - 34 Headcounts in 2 Months) on top of usual recruitment cycles
- ATS System (Avature, MyRecruit - Oracle)
- Fronted external vendors (Recruitment agencies) in temp-staff sourcing & niche role sourcing

RECRUITMENT CONSULTANT 09/2016 - 08/2017

PENTAGON PLUS RECRUITMENT AGENCY

- Recruitment specializing in Finance, Accounting & Engineering (Mid to Senior level)
- Business Development in getting new corporate clients for agency appointment

EXECUTIVE, ERP APPLICATION SUPPORT 12/2014 - 08/2016

SYNERGISTIC INNOVATIONS SDN BHD

- Application & Front Desk support (Microsoft Dynamics Navision - ERP system)
- Developed and performed system test plans

EXECUTIVE, PMO APPLICATION QA 05/2014 - 12/2014

BUSINESS TECHNOVISE INTERNATIONAL SDN BHD

INTERNSHIP - ANTI VIRUS MOBILE APP TESTER 01/2014 - 03/2014

AVIRA MALAYSIA SDN BHD

Education

Sunway University - Bachelor's Degree in Information Systems, 2014

Languages

English, Mandarin, Cantonese, Bahasa Malaysia

Notice Period

3 MONTHS (negotiable)

References

Ex-superior in Neutrovis: Jimmy Tan, Head of HR - jookvoon@gmail.com

Ex-superior in DKSH: Noor Mazliana, Senior Manager, RTA - noor.mazliana@dksh.com