



SOLEHAH BINTI SABARUDIN

PERSONAL PROFILE

An independent, adaptable, conscientious, disciplined and self-motivated individual with exposure in credit processing and human resources field. Possessing excellent communication skills combined with the ability to relate well with people at all levels.

CONTACT INFORMATION



017-207 5476



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EMPLOYMENT HISTORY

Affin Bank Berhad

Credit Analyst (03/2018-10/2020)

Responsible as Credit Processing Executive under Consumer Credit Department.

- Verify completeness of application form and documents.
- Review supporting income documents and calculate verified income accurately.
- Able to detect fraudulent application, tampered/suspicious documents and ensure timely fraud escalation to Fraud Management Unit.
- Rework appeal & match documents (previously incomplete application from sales).
- Perform verification on customer's personal and/or employment information where required.
- Perform credit risk due diligence including CIF, CTOS and CCRIS.
- Perform loan approval within delegated approving authority limit.
- Approve STP cases based on customer's credit worthiness and in compliance with internal policies and procedures.
- Provide recommendation for loan applications beyond credit officer's approving authority limit or where deviation approval is required.
- Ensure customer's complaint is being handled and resolved in a timely and professional manner.
- Effective and efficient decision making of loan application within the required TAT while adhering to existing credit underwriting guidelines and policies.
- Timely reporting of suspicious money laundering activities (If any).
- Comply with BNM regulatory and internal policies for credit judgement.
- Work closely within team members and inter-department members to complete tasks in stipulated time.
- Act as Assistant Team Lead to lead and manage the team when Team Lead is not around.
- Perform any other task assigned by superior from time to time.

Reason for leaving: Career break.

Malaysian Palm Oil Board

Intern Trainee (01/2017-05/2017)

Responsible as Intern Trainee under Corporate Implementation & Consultancy Unit.

- Assist in writing paperwork, report, memorandum and various letters.
- Process suppliers and contractors payments.
- Coordinate events and programs under CICU.
- Assist in writing a book regarding entrepreneurs' success story in oil palm industry.
- Perform any other duties as assigned by superior from time to time.

Reason for leaving: End of internship.

EDUCATIONAL HISTORY

Universiti Teknologi Mara (UiTM)
Bachelor of Business Administration
(Human Resource Management)
2015-2017
CGPA: 3.47

SKILLS & ABILITIES

- Result-oriented
- Attentive to detail
- Independent

REFERENCE

1) Miss Chai Jer Chin, Jesy
Manager, Credit Processing
Affin Bank Bhd
jcchai@affinbank.com.my
012-769 2278

2) Miss Siti Razfini Rafi
Senior Officer, Human Resources
United Overseas Bank (M) Bhd
razfini.rafi@uob.com.my
012-676 3757

ADDITIONAL INFORMATION

Availability: Immediate
Last withdrawn salary: RM3,240
Expected salary: RM3,300

EMPLOYMENT HISTORY

PhillipCapital Group

Human Resource & Admin Executive cum PA (06/2015-12/2015)

Responsibility as HR & Admin Executive cum Secretary to Managing Director. Handling recruitments selection, training and development, performance appraisal, compensation and benefits, assisting in payroll processing also provide administration and secretarial duties to Managing Director.

Recruitment & Selection:

- Partner with hiring managers to determine staffing need.
- Determine applicant requirements by studying job description and job qualifications.
- Attracts applicants by placing job advertisements by using job sites.
- Screening resumes, perform phone interviews with candidates, perform reference and background checks.
- Making recommendations to company hiring managers.
- Coordinate interviews with the hiring managers and follow up on the interview process status.
- Maintain relationships with both internal and external clients to ensure staffing goals are achieved.
- Issuance of offer letter to successful candidates.
- Monitor on staff confirmation for contract and permanent employment.
- Issuance of various letter such as confirmation, transfer, promotion and others relevant letters by superior approval within the required timeline.

Training and Development:

- Organize, conduct and evaluate induction programs for new staff.
- Responsible for the administration of training enrolment for in-house and external training programs.

Performance Appraisal:

- Monitor staff's performance, coordinate and follow up with respective superior on staff's appraisal.

Compensation and Benefits:

- Monitoring staff claims, annual leave, sick leave, maternity leave and other benefits.
- Assist in payroll matters such as overtime calculation.
- Handle staff enquiries related to leave applications and general HR policies.

Administration:

- Responsible in general administrative works such as Xeroxing, binding, typing, sending out memos, mails and update on staff directory.
- Manage office supplies, maintain proper HR records, good filing system, update on staff movement record, staff database and organization chart.

Secretarial:

- Responsible in managing MD's official schedule and time table such as appointments, meetings, discussions, reminding the date, time and venue of all appointments, air ticket, visa, hotel and other accommodations.
- Responsible in managing MD's work schedule (recording incoming work, monitoring dateline and keeping a list of outstanding work).
- Organize meeting and takes minutes.
- Responsible to arrange of meetings and conference calls.
- Perform any other duties as assigned from time to time.

Reason for leaving: Further study in Degree.

EMPLOYMENT HISTORY

United Overseas Bank (M) Berhad **Human Resource Assistant (04/2014-05/2015)**

Was assigned under HR Shared Services Centre involve in managing pre-boarding, on-boarding and off-boarding of employees.

Pre-Boarding:

- Handling candidate's interviews arrangements, administering their assessment and handling pre-employment documentations.
- Conducting RAM credit information checking as well as background checking of the candidate.
- Arranging medical check up for new joiner.
- Issuing offer letter for successful candidates and prepare Recruitment Kit that contains employee's handbook & access card for new staff.
- Managing HR receptionist counter to deal with employee requests regarding employees benefits and general HR policies.

On-Boarding:

- Issuing various employment letters such as confirmation of employment, transfer, appointment, cessation, promotion, salary adjustment, extension of probation, contract renewal, relief assignment, absence from work without prior approval (MIA) and other relevant letters.
- Performing data entry in HRIS, managing and maintaining employees' personal file with good filing system.
- Liaising with recruitment agencies and process payment to recruitment agencies such as Kelly Services, Robert Walters etc.
- Working closely with HRBPs in identifying hiring needs and manpower requirements.

Off-Boarding:

- Handling staff resignation process such as calculating the leave balance, issuing acceptance of resignation letter and retirement letter as well as managing assess card and personal file of resign/retired staff.

Reason for leaving: Career advancement.