



- **ABDUL MAJID BIN SEENI ABDUL KADER**

- **Senior Executive People & Culture**

- Phone: +60172353677 | Email: majid_abdul30@yahoo.com
 - Address: Taman Melati Serendah Selangor

Education

**Bachelor of Human Science
Development**
University Putra Malaysia

**Diploma In Human Resources
Management**
College University Mara Malaysia
Kuala Lumpur

Experience

Senior Executive Cum Acting Head People & Culture (Zecon Medicare Sdn Bhd) April 2022 – Present

- Develop and implement strategies to enhance employee engagement, satisfaction, and retention.
- Organize and lead employee recognition programs, events, and initiatives.
- Support the performance management process by providing guidance to managers and employees.
- Assist in developing performance improvement plans and facilitating constructive feedback conversations.
- Collaborate with the Leadership Team and internal stakeholders to identify training needs and deliver impactful programs.
- Support the implementation of learning initiatives to enhance employees' skills and career growth.
- Coordinate onboarding programs to ensure a seamless and positive experience for new hires.
- Provide guidance and resources to employees regarding work-life balance, mental health, and stress management.
- Identify opportunities to improve work processes and foster a healthy work-life integration.
- Stay updated on employment laws and regulations to ensure HR policies and practices are compliant.
- Developing and maintaining HR policies and employee handbooks. Conduct investigations and provide guidance on employee relations issues as needed.

- Payroll administration and ensuring remuneration package and analyze trends in compensation and benefits; research and propose competitive base and incentive pay programs to ensure the organization attracts and retains top talent.

Senior Human Resources Officer (Kejuruteraan Ekomaju Sdn Bhd) October 2020 – April 2022

- Managing recruitment process, including job descriptions, advertising open positions, reviewing resumes, coordinating, and conducting interviews, preparing offer letters, and onboarding process for new employee. (Recruited more than 50 people for new project)
- Ensuring HR procedures according to SOP and assist in disciplinary action implementation, which is in accordance with Company Policy, Employment Act and Industrial Relations and other tasks that may arise and overall general support to the Unit.
- Preparing monthly payroll processes and deal with government bodies when required overtime ,claim (QuickPay)
- Provide executive support services to fellow employees including counseling, grievances, workplace disputes, work-related complaints, and misconduct/poor performance management.
- Maintain all HR records including employee's career progression reports/history.

Senior Human Resources Executive (Jakel Trading Sdn Bhd) November 2019 – October 2020

- Handling full spectrum of Human Resource functions including manpower planning, recruitment & selection, payroll administration, staff performance evaluation/review and industrial relation.
- Responsible for all industrial relation activities for the company including handling all matter related to disciplinary actions, grievances, counseling and staff misconduct.
- Prepare and maintain HR monthly report such as resign staff, new staff misconduct issues, salary for the month to HQ.

HR and Admin Assistant (Cypark Resources Berhad) June 2014 – July 2019

- Ensured office maintenance and liaise with respective vendors for repairing purposes.
- Assist in monitoring CCTV/alarm and door access system, and ensuring monthly data backup.
- Coordinated office renovation with relevant department & ensured office safety and security.
- Site inspection for asset disposal after finishing all the projects, preparing list and reports.
- Managed employees' annual, medical and other type as stipulated in Human Resource Manual updating monthly/quarterly leave calendar Using E leave system HR 2000.
- Monitoring monthly attendance record/disciplinary record of employees HQ and Site.
- Assisting HR Manager for Recruitment process from hiring until staff induction, Exit Interview and employment act issues.
- Coordinate training programs with training vendors to ensure smooth training experience for employee.
- Prepare Payroll report such as checking OT, Job sheet and punch card.

Skills/Certificated

Skills

- HR 2000 Payroll system, Quick pay
- Eleave system
- Microsoft Excel, Power Point, Word
- Strategic Management
- Writing Skills

Certificate

- Job street Workshop Recruitment
- Interpersonal Human Relation.
- High Impact Safety and Committee Meeting
- GIAC Strategic Planning, Policy, and Leadership (GSTRT)
- Safety and Health Assessment system in construction awareness
- MIHRM Member

References

En Yuszarudin Yusop
HR Manager
Cypark Resources Berhad
012-427 1998

En Ammar Ghazali
Head Group HR
DNEX Berhad
019-221 5675

En Saif Annuar Ahmad Saifuddin
HR Director
MSTS Group
017 6223367