

DALIMA SUHAILI (Ms)

(+60) 168761151 | dalima.suhaili@gmail.com |

No, 5, Taman Spring Vale Terrace, Jalan Stephen Yong, Kuching, Sarawak, Malaysia.

Professional Experience

Experienced Human Resources Generalist with more than 20 years' experience in managing employee benefits & compliance, recruitment, onboarding &, performance management processes. Dependable and organized team player with the ability to communicate effectively and efficiently. Skilled at building relationships with employees across all levels of an organization.

Maltimur Resources Sdn Bhd**Manager, People Functions**

July 2023 – Present

- Responsible for overseeing all human resources functions within the business.
- Provide strategic guidance, leadership, and support to the HR team and work closely with senior management to develop and implement HR policies, procedures, and initiatives that align with the company's goals and objectives.
- Develop and implement HR strategies and initiatives to support the overall business objectives.
- Oversee the recruitment and selection process, ensuring the timely hiring of qualified candidates.
- Develop sourcing strategies, job descriptions, and selection criteria to attract top talent.
- Implement effective onboarding programs to facilitate smooth transitions for new hires
- Establish and maintain positive employee relations through effective communication, conflict resolution, and employee engagement initiatives.
- Oversea the design & administration of compensation and benefits programme.
- Conduct salary survey and market analysis to ensure competitive compensation package.
- Ensure compliance with legal requirements regarding compensation and benefits.
- Develop & update HR policies & procedures. Ensure compliance with labor laws and industry best practices.

X-FAB Sarawak Sdn Bhd**Senior HR Business Partner, Section Manager**

April 2016 – June 2023

- Provide HR counsel and a full range of generalist services to the organization within the HR Operations model
- Provide consultation and coaching to frontline leaders
- Improve manager capabilities through coaching and implementation of management development programs and opportunities
- Analysed data, understand trends, and develop proactive solutions to further support business objectives
- Monitor and provide support to the business during annual processes such as performance reviews, compensation and rewards, and headcount planning.
- Assist managers and employees in understanding and applying people tools, policies and procedures in order to maximize employee performance, achieve organizational effectiveness,
- Improve employee engagement and ensure legal compliance.
- Work closely with HR operations team members to implement specific HR processes and transactions
- Complete ad-hoc projects, reporting and tasks as required with cross-functional HR / Partner teams, working on or leading projects/programs.

HGST Malaysia Sdn Bhd, a Western Digital company**Team Lead, Talent Acquisition**

April 2012 – April 2016

- Cycle of hiring, manpower planning, job posting, sourcing, screening, short-listing, and interview arrangement.
- Coordinate and conduct interview schedule and related activities.
- To work closely with all hiring managers to close open requisition and plan to bring in resources on time to meet business needs.
- Develop and maintain sourcing and hiring methods such as internet resources, advertising campaigns, career fairs, networking and other creative sourcing approaches.
- Prepare various Staffing reports for management review and presentation on regular basis.
- Work with Compensation and Benefits to determine the job offer package align with external competitiveness based on job value and also meeting internal equity among employees.
- Makes job offer to selected candidates, including negotiating timely start date.
- Able to plan and accommodate the volatile upsurge and sometimes decrease of headcount needs based on market movements and ability to work with the hiring managers on effective deployment of manpower.

Permodalan ASSAR Sdn Bhd**Team Lead**

Dec 2005 - Apr 2012

- Review and revise the Term and Conditions of Employment (T&C) of the company.
- Review and revise compensation and benefits of the employee.
- Develop new appraisal system (KPI) and form that suite company's need.
- Develop and implement the training calendar for all employee
- Involve in getting an ISO certification.
- In-charge of full process of recruitment, starting from sourcing of applicant, preparing employment letter and employee induction.
- Salary calculation processes and the salary system. Punctual payment.
- Ensure the statutory payment is in place, e.g., LHDN, EPF, and SOCSO.
- Assist General Manager in preparing budget for department
- Industrial Relations - Attend to minor case involving disciplinary issue.
- Handling employee queries with regards to HR processes and policies

Bumi Armada Navigation Sdn Bhd**Admin & Contracts Executive & Payroll**

Jul 2003 - Apr 2005

- Work closely with/direct reporting to Admin & Contract Manager.
- Control and Verify business expense report/claims.
- Check and update employee attendance, annual leave, medical leave, produce control reports.
- Work covers all aspects of the daily Admin functions.
- Coordinate and plan employees' training requirements.
- Preparing all the tenders and contracts for the new project

Senior Officer Human Resource & Personnel

- Checking all the payroll for 1,500 crew per month
- Generate monthly HR reports.
- Monitor and follow up on employee confirmation and performance evaluation
- Ensure that highly competent personnel with the appropriate knowledge, skills, abilities and personal qualities are strategically recruited through a structured selection process
- Ensure compliance with Malaysian Labour Laws and agreements in conditions of employment and promotions

Education

2002 University Malaysia Sarawak

Bachelor's Degree in Human Resource Development | Malaysia