

TAN SEOK ANN

7, Jalan Hulubalang 2/4
Seksyen 4, Batu 9,
Bandar Mahkota Cheras,
43200 Cheras.
012-623 2350
anntan_07@yahoo.com

Personal Particulars

Date of Birth : 07 December 1979
I/C Number : 791207-14-5340
Gender : Female
Marital Status : Married

Career Objective

Passionate to grow the assets (personnel) of the Company by creating value added partnership with business stakeholders.

Key Achievements

- F&B Nutrition – strengthening the HR foundation in the Company, introducing the performance management and job grading for the overall organization; creating and implement L&D plan for the middle level management, as part of talent and competency management as well as for succession planning.
- Suntory – stabilization and upgrading the HR and Admin team, build stronger connections between commercial and operation teams, employee policies harmonization post integration, successful focus group with action plans.
- Genpact – Launched HR Pulse Session for the employees – to check the pulse/temperature of the employees, and work on action plan together with the Management team.
- Beiersdorf – Had created the Future Professional Program (similar to Management Trainee program) which is the first time being carried out in the Company.
- Boehringer Ingelheim – headed a team for the Employee Engagement program for year 2014.
- Boehringer Ingelheim – The project lead for implementing Global Human Resource Information System for Malaysia business unit (the system consisted of Performance Management, Talent Development, and employee database module).
- F&N Dairies - Has successfully conducted Employee Engagement Survey by creating the in-house form and had achieved 85% response rate.
- F&N Dairies – Launched the Employee Referral Program to improve the recruitment rate.

Employment History

Senior Human Capital Manager, F&B Nutrition Sdn Bhd, July 2022 till present

- Implemented proper annual HR business plan to complement the needs for business growth.
- Strengthening the HR foundation in the Company by zooming into SOPs especially in compliance related matters and to create healthier HR practices.
- Introducing the performance management and job grading for the overall organization.
- Creating and implement L&D plan for the middle level management, as part of talent and competency management as well as for succession planning.
- Coaching the Senior Management team on people management – eg : development, engagement, performance management.
- Oversee the overall HR day to day spectrum – talent acquisition, compensation and benefit, office administration.

Head of People & Culture, BP and TA - Suntory Malaysia, Jan 2021 – June 2022

- Post the integration between Brand's Suntory and Suntory Beverage Malaysia in 2021, I have harmonized the policies between the two entities.
- Business partnering with senior Management team.
- Key focus area – Talent Management and Acquisition, Learning and Development – mainly to acquire the right talent and also providing the crucial L&D path to talent retention purposes.
- Playing an active role in managing the overall G&A expenses related to personnel cost, addressing performance management issues, incorporating regional P&C initiatives locally (Global HRIS system and structure, Diversity and Inclusivity, International Women Day, etc)
- Key PIC in the MCO environment – to ensure the business continuity during the pandemic time – creating SOPs, enforcement, etc

Senior HR Manager, Brand's Suntory (M) Sdn Bhd, July 2019 – Dec 2020 (promoted to this position in April 2020)

➤ *HR Business Partner*

- Part of the team that is responsible for creating a culture of people excellence, ie – to foster constructive relationships and support business in key people decisions.
- To oversee a team of 5 direct reports to manage the full HR spectrum and office administration.
- Process improvement for the overall team – eg – empowerment to the team for recruitment related matters to ensure shorter hiring turnaround, payroll reconciliation to minimize error, proper training and development tracking and record.
- Employee engagement – had set up a committee team with employees from different function – eg of activities : organizing the Company's trip, Chinese New Year celebration – not only outing or gathering, but to ensure that all employees' are included and engaged. We always welcome feedback for further improvement.

Business HR Manager, Genpact (M) Sdn Bhd, Nov 2018 to June 2019

➤ *HR Business Partner*

- Managing key stakeholder relationships and executing key people best practices in collaboration with the business (Business Leaders, Global HR team, functional leaders).
- Responsible for supporting the HR AVP in designing, developing and leading the execution of the unit people strategy and plans.
- Provide HR leadership and coaching to managers regarding employee relation issues.
- Ensure HR metrics fully reflected in daily people management and meet the targets – recruitment and mitigation plan, payroll accuracy, scorecards for Managers.

Assistant HR Manager, Beiersdorf (M) Sdn Bhd, Jan 2015 – Oct 2018

➤ *HR Business Partner*

- Business partnering with Sales team – working together with Sales Director on improvisation for processes related to Human Resources, eg – new hire on-boarding tracking, performance improvement plan (PIP), etc.

➤ *Recruitment*

- Responsible for the recruitment of positions for Sales and Marketing department.
- Evaluation of head hunters' engagement – professionalism and portfolio.

➤ *Training & Development*

- Responsible for the design of the Future Professional Program, in alignment with global's and local management's direction.
- Identifying the training needs of employees by the data compiled from the Individual Development Plan.
- Working with trainers to customize training outlines, etc.

➤ *Employee Engagement*

- Involved in the overall Employee Engagement Survey process, by Gallup, from planning to communication, and also responsible to conduct the Focus Group Discussion with majority of the stakeholders.

HR Executive, Boehringer Ingelheim (M) Sdn Bhd, Mar 2012 – Jan 2015

Experience Gained

- Recruitment - responsible for the recruitment of the Field Force for the Company.
- Compensation and Benefit – salary survey, payroll, insurance management
- Owner of Talent Management Intranet (TMnet) System, responsible to train the employees on the system, and to assist in their development plan.

- Project Manager for the HRIS implementation – partnered with regional to set up the system including data migration, UAT, training and troubleshooting.

Executive, Group HR, F&N Holdings Bhd, Feb 2011 – Feb 2012

- *Talent Management and Acquisition*
 - Similar to tasks performed in F&N Dairies, but targeted positions are different at Group level
- *Management Associate Program (MAP)*
 - Similar to DYMP mentioned below
- *Career fairs and talks*
 - Organized and participated in job fairs and career talks organized by university.

Executive, HR Planning, F&N Dairies (Malaysia) Sdn Bhd, Oct 2008 – Jan 2011

- *Talent Management and Acquisition*
 - Building and pipelining for key positions with targeted competencies; different channels considered : online posting, working with head hunters and universities, career fairs.
- *F&N Dairies' Young Managers Program (DYMP)*
 - Being the person in charge for the overall program – from conducting Assessment Centre till the on-boarding and rotation planning - this program is to ensure the pipeline for executives that are targeted for the middle management position ; short listing, on-boarding program.
- *Internal Referral Program (IRP)*
 - Developing the program, to encourage commitments, Created the IRP for FNDM and FNDT for all levels of employees.
 - Success rate, more than 15 positions had been closed with internal referrals within a year.
- *OD work...Competency Framework for Pulau Indah*
 - Identifying technical competencies
 - Develop template to access technical competencies for our employees for the readiness of the employee to PI - Responsible for profiling positions for Packaging and Innovation and Renovation team in Rojana.
 - Process involved : interpreting existing job descriptions, integrate information into the agreed template, interviewed the Person In Charge in Rojana plant to obtain the details.
 - Guardian of the overall organization chart; changes of organization structure can be reflected.
 - To assist in the validation of related competency based on the Rojana's competency framework to employees in PML.

- *Training and Development*
 - Certified Trainer under PMSB - Total Performance Measurement System, HRIS, ie - eLeave
 - Involved in related career fairs organized by Group HR.
- *Employee Engagement*
 - Developed in house survey form – as a dipstick to benchmark the employees satisfaction and adherence to the Company's core values.

Siemens Malaysia Sdn Bhd, Aug 2006 – Oct 2008

HR Executive, Apr 2007- Oct 2008

- *Compensation and Benefit*
 - Performed payroll for three separate companies which altogether have approximately 100 employees.
 - Handled the Variable Income tool (bonus scheme in Siemens) for about 800 employees

Secretary cum Team Assistant, Aug 2006 – Mar 2007

- *Secretary to Vice President (VP), Corporate Human Resources*
 - Managing the VP's time by scheduling meeting appointments, travelling time
 - Organized regional HR meeting
- *Internship Training*
 - Handled Internship Program – creating and consolidating students' database, filtering, matching with intern's requisition, organized interview session, preparation of offer letter, etc
 - Helped the interns (especially foreign students) to settle down in terms of their new position and accommodation
- *Compliance Related Matters*
 - Consolidate required information for compliance related matters
 - Prepare documentations to submit for audit purposes

Coordinator, DHL Asia Pacific Finance Shared Services Center (DHL AP FSSC), June 2005 – August 2006

- Coordinator
- Personal Assistant to Manager of AP FSSC
- Recruitment and Resourcing

Skills and Strength

- Talent Management – talent review, succession planning, talent pool
- Certified Trainer :
 - Train the Trainer
 - Hermann Brain Dominance Instrument (HBDI)

Personal Strengths

Self-motivated and willing to work hard, eager to learn, good communication and interpersonal skill, able to work independently or as a team and proactively, energetic, and results oriented.

Education

2002 - 2005	Bachelor in Business Administration (Hons.), May 2005, Universiti Tunku Abdul Rahman, Petaling Jaya, Selangor CGPA: 3.67 out of 4.00 (First Class Honors)
1998-2000	Diploma in Business Studies, Politeknik Shah Alam, Shah Alam, Selangor CGPA: 3.81 out of 4.00
1992-1996	Sijil Pelajaran Malaysia (Grade One, Aggregate 11), Sekolah Menengah Seaport, Petaling Jaya, Selangor

Honors

Book Prize Winner, Universiti Tunku Abdul Rahman, Petaling Jaya, Selangor.
President's List, Universiti Tunku Abdul Rahman, Petaling Jaya, Selangor.
Dean's List, Universiti Tunku Abdul Rahman, Petaling Jaya, Selangor.

Co-Curriculum Activities

In University	Marketing Coordinator in Business Administration Society, Treasurer of the Taekwondo Society
In Polytechnic	Member of the volley ball departmental team, member of the Taekwondo Society,
In Secondary School	President of the Geographical Society, Treasure of the Community Service Society, member of the Social Living Skills Club

Others

- Current salary : RM 18,960.00
- Expected salary : RM 23,000 (Negotiable)
- Availability : 2 months' notice

Referees

Name	Mr Zenas Kok	Ms Patricia Yip
Tel	+6016-331 0237	+6012-697 9493
Position	Chief People Officer	GM - Rewards & Talent Management
Company	MAMEE-Double Decker S/B	Hap Seng Management Services Sdn Bhd