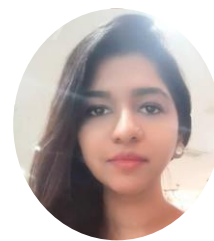


NAGINI DEVI D/O RAMIAH

No 12A, JLN 5/5, Bandar Sunway Semenyih, 43500, Selangor
016 7015023 | naginiramah@gmail.com/naaginramiah@outlook.com



Over 8 years' dynamic knowledge and practical experience within the human resource management domain. Skilled in the areas of talent acquisition, training and development, employee relations, attendance tracking along human resource administration. Known as a knowledgeable and creative professional with solid multitasking abilities. Demonstrated outstanding capacity to learn and master new skills within a short period of time.

PROFESSIONAL STRENGTH

- ◆ Human Resource Management
- ◆ Full Cycle Recruiting
- ◆ Training and Development
- ◆ Employee Relations
- ◆ Process Enhancement
- ◆ Attendance Tracking
- ◆ Database Management
- ◆ Systematic Filing
- ◆ Create Branding Materials
- ◆ Problem Solving

CAREER HIGHLIGHTS

- ◆ Spearhead recruitment activities such as career fairs and campus recruitment drives.
- ◆ Played an immense role in implementing the Workforce Management Project to successfully rollout the E-Attendance application towards improving employee clock-in clock-out procedure.
- ◆ Instrumental in supporting the Astro Turun Padang Program to enhance customer satisfaction on the products and services offered.
- ◆ Successfully served as Astro Tour Ambassador in promoting the brand, products and services to drive brand awareness and conversions.

HUMAN RESOURCE MANAGEMENT EXPERIENCE

Talent Acquisition

- ◆ Perform manpower planning and talent requirements identification in line with departmental needs.
- ◆ Conduct full cycle talent recruitment functions including resume screening and shortlisting long with interviews and selection.
- ◆ Carry out updating of the personnel database while ensuring systematic filing of all documents at all times.
- ◆ Handle and address staff grievances while provide counselling to staffs.
- ◆ Partner with respective departments in implementing strategies to enhance labour planning, employee productivity and attendance tracking.
- ◆ Constantly identify and execute action plans to improve employee relations.
- ◆ Instill and promote a conducive and high performance working culture.

Training & Development

- ◆ Carry out planning, executing and monitoring an array of internal and external training & development programs.
- ◆ Plan and facilitate interactive client training both within and externally.
- ◆ Design training content according to the training needs and objectives.
- ◆ Manage vendor relationships/contracts closely to design and develop effective and engaging e-Learning courses and workshops.
- ◆ Analyze and evaluate talent development programs/resources through post training feedback and other benchmarked metrics for continuous improvement and to offer evidence of the effectiveness or make recommendations.

- ◆ Support in designing the talent development strategy and learning needs analysis.
- ◆ Build and maintain strong client and subject matter expert relationships to ensure development needs are identified and addressed through a variety of scalable learning solutions.
- ◆ Engage in marketing strategies to create awareness and follow through of the talent development programs, and all other learning resources.
- ◆ Fully prepare for content facilitation and logistical requirements of workshops such as order/print materials, schedule rooms, set up room, test technology and track attendance.
- ◆ Coordinate, administer and manage HRDF and PERKESO training applications.

CAREER PROGRESSION

Deriv Services

◆ Nov 2021 – Present

Talent Acquisition Specialist

- ◆ Source and recruit candidates using various online and offline channels.
- ◆ Work closely with hiring managers to understand different roles within the organization and their requirements.
- ◆ Assess applicants by using hiring and interviewing methodologies such as Topgrading to determine their technical and cultural fit.
- ◆ Schedule and coordinate interviews with candidates.
- ◆ Spearhead recruitment activities such as career fairs and campus recruitment drives.
- ◆ Maintain applicant database, and prepare recruitment analytics and hiring reports.
- ◆ Collaborate with the product design team to create branding materials for recruitment purposes.

Cyberlynx International College

◆ May 2020 – Nov 2021

Corporate Human Resources

- ◆ Deliver training sessions to internal employees & external clients.
- ◆ Design training content according to the training needs and objectives.
- ◆ Reporting training data, answering queries from stakeholders and nominating participants for training based on their needs.
- ◆ Engage external training providers when external training is required.
- ◆ Annual task include conducting Learning Needs Analysis.
- ◆ Work on data analysis and process improvements.
- ◆ Recruits, interviews and assists in selecting employees to fill vacant positions.
- ◆ Sourcing/Networking - Search qualified candidates through resume boards, search engines, social networks user groups, and industry specific sites.
- ◆ Manage the talent sourcing process and accountable to deliver high quality recruits according to the agreed specifications as per the business.
- ◆ Work closely with HR Team and Head of Departments to ensure each party is responsible for professional recruitment actions, candidate experience and managing internal & external expectations.
- ◆ Applicant Tracking - Coordinating, documenting a full pipeline of candidates through the application process.
- ◆ Screen resumes, conduct skills assessments, behavior surveys, make verbal offers and conduct reference checks.
- ◆ Develop and implement HR strategies and initiatives aligned with the overall business strategy.

Associate Network Presentation Editor

- ◆ Perform seamless online edit of content for fast turnaround channels to omit contentious elements while inserting promos, commercials and LFRs for public broadcast.
- ◆ Administer the channel presentation in line with social, governmental and channel contracts.
- ◆ Highlight and report any transmission abnormalities and technical impairment as well as recover the channel in accordance with the recovery contingency procedure.
- ◆ Played an immense role in implementing the Workforce Management Project to successfully rollout the E-Attendance application towards improving employee clock-in clock-out procedure.
- ◆ Instrumental in supporting the Astro Turun Padang Program to enhance customer satisfaction on the products and services offered.
- ◆ Successfully served as Astro Tour Ambassador in promoting the brand, products and services to drive brand awareness and conversions.

IBM Malaysia

◆ Jan 2013 – Jan 2014

Talent Acquisition Recruiter

- ◆ Responsible for the full spectrum of recruitment cycle.
- ◆ Worked hand-in-hand with support team, overseeing them during the hiring process to meet team target.
- ◆ Responsible to support all business units within the matrix organization.
- ◆ Provided consultation and solution to business unit managers based on region.
- ◆ Specialized in sourcing for positions that are 'Band 8' and above (senior level).
- ◆ Tasked to keep shortlisted candidates warm and attract them to join the organization.
- ◆ Responsible to hire critical and niche roles which require high-level hiring exposure.
- ◆ Well-versed in managing internal system (GOM) to hire candidates across the region.
- ◆ Experienced with external portals from various region to fulfill internal recruitment needs.
- ◆ Responsible to maintain relationship with key stakeholders, especially hiring managers, involved in hiring cycle.
- ◆ Worked closely with APAC country recruitment leads to ensure candidate's quality is met.
- ◆ Involved in lead meetings to work out strategy and improve work process.
- ◆ Provided feedback and continuously work on improving the current work flow within teams.
- ◆ Responsible in presenting to management as and when needed.
- ◆ Involved in various events to broaden network and build IBM brand, i.e. Career fair and other events.
- ◆ Responsible to connect with candidates via social media i.e. LinkedIn, facebook, and etc

IBM Malaysia

◆ Jan 2012 – Jan 2013

Training & Development Specialist

- ◆ Carried out planning, executing and monitoring an array of internal and external Learning & Development programs.
- ◆ Delivered details and requirements of courses to delegates, trainers and suppliers, monitoring and reporting of class attendance along with updating the learning records in the database.
- ◆ Distributed program evaluation requests to participants while generating program evaluation reports to facilitators.
- ◆ Worked closely with the Administration team on training room reservation and audio-visual equipment setup while arranging F&B catering and printing of program materials

Public Relations Intern

- ◆ Assisted in coordinating public relations campaigns, drafting and distributing press releases as well as developing and producing an array of public relations tools, material and reports.
- ◆ Carried out copywriting and reviewing of brand and corporate messaging guidelines across both internal and external media channels.
- ◆ Conducted solicitation of bids from vendors, purchasing and acquisition activities as well as distribution of news releases to media outlets while ensuring excellent communication with clients.

EDUCATION & CERTIFICATIONS

Bachelor of Communication (Hons) Media Studies, HELP University (2011)

Professional Certificate in Outsourcing (Human Resources), SNT Global Service Sdn Bhd (2013)

Certified Outsourcing Specialist - Human Resources Exam, International Association of Outsourcing Professionals (IAOP) (2013)

Certified Trained Person for OHSAS 18001 and ISO 14001, The Institute of Internal Auditors (2017)

Certified Trained Person for Ergonomics Risk Assessment, The Institute of Internal Auditors (2018)

Certificate in Digital Marketing Specialist, Malaysian Institute of Malaysia (MIM) (2021)

CONTINUOUS DEVELOPMENT

Get Paid To Speak Online Workshop, Success Edge Academy (2021)

Osh Policy Awareness at Workplace, Cyberlynx (2021)

Integrity Policy Workshop, Cyberlynx (2021)

Astro Tour Ambassador Training, Astro Malaysia (2019)

Volunteer for Learning Fest, Astro Malaysia (2018)

Censorship Workshop for Content Compliance, Astro Malaysia (2018)

Audio Broadcast Technology Training, Astro Malaysia (2018)

Astro Certified Innovator Program (CIP), Astro Malaysia (2018)

Censorship Training for Content Compliance, Astro Malaysia (2015)

Lotus Notes 8: New Features for End Users (Skill Soft Course), IBM Malaysia (2012)

IT & LANGUAGE SKILLS

Microsoft Office | Google Suite | Adobe | Human Resource Information System (HRIS) | Kakitangan Online Payroll System | Workforce Management Software (WFM) | IBM Lotus LMS | Moodle LMS | Education Management System (EMS) | Workday | EVS Broadcast System | Boolean Sourcing | Applicant Tracking System (ATS) | Recruitment Analytics | Grass Valley System | Dreamweaver & Flash | UBS Accounting | Canva | Writing, Translation and Editing |

Excellent English | Excellent Malay | Excellent Tamil

