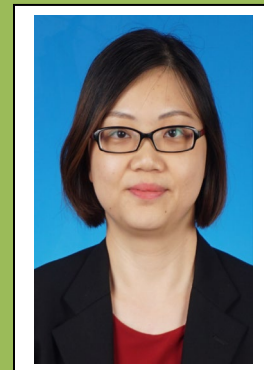

PERSONAL DETAILS:

Name : Ms. Yeo Kit San, Helen
NRIC : 870302-14-5168
Age : 37 years' old
Address : C-13-07, Residensi PV18, 52, Jalan Langkawi, Setapak,
53000, Kuala Lumpur
Email Address : yeokitsan87@gmail.com
H/P No. : 012-977 2422
Marital Status : Single



QUALIFICATIONS:

University of Malaysia Sarawak, Kota Samarahan
Julai 2007-October 2010
Bachelor in Faculty of Social Sciences (Hons)
Majoring in Industrial Relations and Labor Studies (Human Resources)
Current CGPA: 3.23 out of 4.00

Honors and Awards: Granted a **Dean Lists** for excellent academic performance for PNGK 3.53 in Semester 2

Sekolah Menengah Kebangsaan Wangsa Melawati, Kuala Lumpur
June 2005- December 2006
Sijil Tinggi Pelajaran Malaysia (STPM) in Art stream
CGPA: 3.41 out of 4.00

Honors and Awards: Awarded **outstanding results (5 Principles)** for the school

Sekolah Menengah Kebangsaan Wangsa Melawati, Kuala Lumpur
January 2000- December 2004
Sijil Pelajaran Malaysia (SPM) in Science stream

Honors and Awards: Receiver of Student Award in 2003 for the **Highest Merits**
Receiver of Student Award in 2000 for the **Best Attendance in School**

MIHRM CERTIFICATION: 104212/0823

CO-CURRICULUMS / ACTIVITIES:

- 1) A Commander of Royal Rangers Ministry for Metro Tabernacle A/G
Since year 2017 - 2020

RESPONSIBILITIES:

- A mentor to Rangers (ages from 9 years 'old to 17 years' old)
- Planned and executed major events

- 2) Represented college in tournament of fruits design in University of Malaysia Sarawak

RESPONSIBILITIES:

- Represented College Bunga Raya for Independent Day's activities
- Accountable for College Bunga Raya's winning

ACHIEVEMENT:

- Obtained **1st place** in the tournament
- Obtained a merit for college activities

3) Represented college in “Tarik Tali” competition in University of Malaysia Sarawak
RESPONSIBILITIES:

- Represented College Bunga Raya for Inter-College Tournament
- Accountable for College Bunga Raya’s winning

ACHIEVEMENT:

- Obtained **1st place** in the competition
- Obtained a merit for college activities

4) Participation of Prefect Leadership Course Camps in SMK Wangsa Melawati
 6 January 2006 – 8 January 2006 (Form 6)
 21 June 2002 – 23 June 2002 (Form 3)

RESPONSIBILITIES:

- A **prefect group leader** for the school from 2005-2006 (Form 6)

5) Participation of Table Tennis Club – Secretary in SMK Wangsa Melawati
 Year 2003 (Form 4)
 Year 2004 (Form 5)

RESPONSIBILITIES:

- Planned the club’s annual activities
- Prepared monthly report of the club’s activities
- Prepared letter
- Prepared minutes of meeting

ACHIEVEMENT:

Year 2003 - 2004

- Represented the club in the table tennis competition

Year 2003

- Obtained **third place** in the tournament

6) Participation of Uniforms Unit and Clubs Camp in SMK Wangsa Melawati
 10 August 2001 – 12 August 2001 (Form 2)

7) Participation of Malaysian Red Crescent Society One Day Course in SMK Wangsa Melawati
 Year 2001 (Form 2)

8) Participation of Badminton Club in SK Wangsa Jaya
 Year 1999 (Standard 6)

RESPONSIBILITIES:

- Represented the school for badminton competition

WORK EXPERIENCES:

1) **SENIOR HR GENERALIST**

Cartrack (M) Sdn Bhd
 KL Eco City, Jalan Bangsar
 6 February 2023 – Present

Main Purpose of Job:

- Responsible in monthly payroll and monthly reporting in Malaysia, Hong Kong, Cambodia and Vietnam.
- Responsible in monthly submission of statutory contribution such as EPF, SOCSO, EIS, Income Tax, HRD Corp and MPF.
- Responsible in Onboarding processes, documentations and procedures such as Introduction to all staff, New Hire Orientation program and key-in details of new staff in HReasily system.
- Orient, educate and train fresh employees, communicate in clear terms what is expected from them, and introduce them to the company's vision and mission statement.
- Responsible in Offboarding processes, documentations and procedures such as Exit Interview, Offboarding checklist, notify IT Department and ensure all offboarding documents are filled up and signed.
- Responsible in registering new staff to company's Allianz Insurance.
- Responsible in informing insurance agent about company monthly staff movement.
- Responsible in monthly ISO Audit reports.
- Responsible in monitoring monthly Probationary due date for probation staff.
- Responsible in monthly submission of CP22 and CP22A form to LHDN.
- Responsible in yearly E form submission to LHDN.
- Responsible in distributing yearly EA Form to all staff.
- Responsible in constructing memos and letters.
- Responsible in monitoring all staff's daily leaves.
- Responsible in monitoring and keying-in staff's daily punch-in and punch-out in attendance report.
- Responsible for the implementation of company policies, practices and processes.
- Responsible in handling employee relations counseling.
- Keep abreast of changes in Malaysia law to continue to maintain compliance.
- Responsible in purchasing monthly Food and Beverages for KL office pantry.
- Responsible in purchasing monthly birthday cake for staff.
- Responsible in monitoring and distributing KL's office lift access card.
- Responsible on facilitating in MDEC application for Cartrack Malaysia's foreign work permit.
- Assist on special task as requested.

2) **HR & ADMIN EXECUTIVE (GENERALIST)**

Sin Heap Lee Group of Companies (Sin Heap Lee Development Sdn Bhd)

Jalan Tun Razak, Kuala Lumpur

1st March 2011 – January 2023

Main Purpose of Job:

- Responsible for general human resource and administration functions.

Duties:

- Prepare and process monthly payroll.
- Checking and verification of monthly payroll including deduction of employees EPF/SOCSO/EIS/Tax and general claims.
- To process monthly HRD Corp, EPF, SOCSO and Income Tax contribution.
- Generate yearly staff EA form before 28th February of every year and Form E online submission for companies before 31st March of every year.
- To update and ensure staff information and details in Quick-pay system and HRMS are accurate.
- To do induction programme for new staff.
- Update and file of service contract agreement / fixed term contract, staff confirmation letter and exit interview form.
- To assist in staff counseling, disciplinary procedures and handle domestic inquiry.

- Coordinate and apply staff training programs through HRDF.
- Monitoring staff e-leave, medical usage, SOCSO claims and updated monthly staff attendance report.
- Assist in foreign workers permit/visa.
- Assist on other human resource matters as it deems appropriate and assigned by the Head of HR.

3) **HUMAN CAPITAL EXECUTIVE (RECRUITMENT)**

Packet One Network (M) Sdn Bhd
Jalan Templer, Petaling Jaya
1 October 2010-3 January 2011

Main Purpose of Job:

- To recruit candidates and to fill in vacant positions

Duties:

- Screened through candidates in first interview.
- Arranged appointments for interview sessions.
- Prepared letter of appointment.
- Did reference check for candidates
- Did weekly report.

4) **HUMAN RESOURCE OFFICER (PAYROLL)**

AEON Credit Services
Jalan Raja Chulan
9 August 2010-24 September 2010

Main Purpose of Job:

- To assist in C&B activities, performance appraisal and staff welfare.

Duties:

- Provided assistant and support on day-to-day HR operation.
- Updated of personal records into HRIS and maintenance of personal files.
- Prepared various type of letters and maintain proper filing system.
- Maintained and checked leave details.
- Assisted in any HR initiatives / tasks given from time to time.
- Assisted in payroll processing and ensure that all payments and deductions are in compliance to the statutory requirements.

5) **CLERICAL ASSISTANT (HUMAN RESOURCE)**

The Star Publications
Phileo Damansara
6 July 2010-5 August 2010

Duties:

- Prepared Guarantor letter
- Prepared induction file
- Prepared ID Tag and access card
- To support day-to-day activities of Human Resources
- Called candidates for interview
- Answered calls from customers

6) **INTERNSHIP (HUMAN RESOURCES)**

The Star Publications
Phileo Damansara
10 May 2010-2 July 2010

Duties:

- Did assignments assigned by manager
 - a) Report of Domestic Inquiry
 - b) Report of resignation / retirement and exit interview
- Performed day-to-day as assigned
 - a) Recruitment
 - b) Training

SKILLS:

SKILLS	PROFICIENCY
Computer Software <ul style="list-style-type: none">• Microsoft Word, Microsoft Excel, and Microsoft PowerPoint• Quick-Pay payroll system• HReasily payroll system• Adobe Acrobat	<ul style="list-style-type: none">• Intermediate• Intermediate• Intermediate• Intermediate
Languages <ul style="list-style-type: none">• English, Bahasa Malaysia• Mandarin (spoken)	<ul style="list-style-type: none">• Excellent• Good
Dialect <ul style="list-style-type: none">• Cantonese (spoken)	<ul style="list-style-type: none">• Good

ABOUT ME:

I could describe myself as a systematic person because I prefer all my works to be completed systematically and structurally organized. I am a punctual person. I could also describe myself as being a sharp observant.

REFERENCE:

Name : Ms. Lavinia Lee
Relationship : Regional Team Lead HR - G&A Manager (APAC)
Telephone No. : 6017-362 1612

-
- **EXPECTED MONTHLY SALARY: RM7,300 (Negotiable)**

*****THE END*****