



Soong Kim Wai (Ivan)

Current Job: Assistant Manager of People & Culture

(+60) 0163070741 | ivan_soong5741@yahoo.com | 38 years old | Ipoh, Perak

Experience 15 years

Education University Putra Malaysia
Bachelor Science of Human Resource Development (2009)

Experience

Dec 2022 - Present

Assistant Manager of People & Culture

ITL Asia Pacific Sdn. Bhd. | Bemban, Perak.

- Oversee all People and Culture related operations, business activities and department budget, approaching all challenges (internal or external) with a commercially astute and growth mindset.
- Model desired leadership traits and behaviours, and drive employee engagement and alignment with the company's mission, vision, principle and values.
- Develop and deliver effective people initiatives that underpin and support the overarching organisational growth strategy, and help the organisation to attract, retain, and develop top talent.
- Drive a high-performing culture through creating role clarity (position descriptions), performance feedback and management of incentive programs.
- Full oversight of the recruitment function, taking the lead on senior and high priority positions. Within this, ensure a thorough, unbiased, and compliant process, and a full induction of successful candidates.
- Continuously assess talent mapping and succession planning strategies ensuring the right people are in the right roles, mitigate risk of key role departures and support the viability and long-term growth of company.
- Responsible for the accurate and compliant processing and delivery of payroll, remuneration, compensation, benefits and salary for the business and within this ensuring payroll is completed to statutory standards and applicable legislation.
- To measure the effectiveness of people initiatives, drive the annual employee engagement survey and provide a full report of the results and recommendations to the CEO and the Board.
- Establish systems to ensure effective learning and development opportunities including the development and ongoing review of a behavioural competency framework and learning programmes that support each job level with the business.
- Manage complex employee grievances, complaints, terminations, and any restructures with an impartial and professional approach through to resolution.

May 2020 – Nov 2022
(2 years 7 months)

Human Resource Manager

Easy Sun Sdn. Bhd. | Ipoh, Perak.

- Manage the full spectrum of human resources operational activities which covering talent acquisition, compensation and benefits, performance, payroll administration and employee relations.
- Work in close partnership with the respective department head to develop and implement HR practices and policies to support factory operation.
- Develop and implement recruitment programs to meet the company's growing manpower needs.
- Ensure timely and efficient delivery of HR task such as payroll and benefits administration.
- Working closely with various departments, assisting the managers to understand and implement policies and procedures.
- Developing policies on issues such as working conditions, disciplinary procedures, absence, grievances & etc.
- Coordinate the entire performance appraisal system of employees.
- To handle disciplinary issues, staff counseling and grievances, terminations and other employee relation matters.

- To handle foreign workers management such as dealing with agent and immigration department.
- Lead company compliance with governmental department such as JTK, Immigration, DOSH & etc.

Handling all Covid-19 related matters during pandemic.

May 2009 – Apr 2020
(11 years)

Assistant Human Resource Manager **Sony EMCS (Malaysia) Sdn. Bhd | Bangi, Selangor.**

Assistant HR Manager (Apr 2017 – Apr 2020)

Senior Officer 1 (Apr 2014 – Apr 2017)

Senior Officer 2 (Oct 2011 – Apr 2014)

Officer (May 2009 – Oct 2011)

Oversee HR function of Training, Organizational Development & Talent Acquisition.

Training

- Conduct Training Need Analysis (TNA) for every fiscal year.
- Review company's Competency Profile in yearly basis.
- Prepare yearly training budget and obtain approval.
- Schedule Company Core Competency Based Training, Common Technical Skill Training, ISO & QESH Training.
- Ensure that the quality management system and compliance to requirements of ISO 9001:2015 standard with regards to the Training & Development procedures in the company are effectively implemented and maintained.
- Administrator of Learning Management System (LMS), responsible for the system maintenance & enhancement to ensure the efficiency.
- Responsible to prepare e-learning module in Lectora software, integrated with LMS and launch the learning module to the target participants.
- HRDF controller & management.
- Monitor Training Delivery Evaluation, Learning Effectiveness Evaluation (Pre & Post) & Application Effectiveness Evaluation.

Organizational Development

- Coordinate Scholarship Program in yearly basis to recruit future talents, as well as part of CSR initiatives.
- Designing, implementing and managing Leadership Development Program to foster a Supportive Management Development in the company.
- Coordinate "Getting To Know Me" Workshop (also known as 360 Degree Feedback Appraisal Training) for entire managerial role members to foster capable Sony Management Team.
- Developed a pool of Corporate Coaches.
- Designing, implementing and managing Talent Development Program (TDP) for Young Talented members to accelerate their learning and development to reach their full potential, as well as future talent pipeline.
- Completed 4 batches TDP with approximately 60++ talents graduated.
- Designing, implementing and managing Career Development Program to ascertain company's sustainability and vitality, get employee ready to step up for future career progression.
- Collaborate with Japan, Thailand & China for Global Future Factory Leader Program.

Talent Acquisition

- Lead the indirect recruitment team for Technician, Engineer, Design Engineer & Officer hiring.
- Responsible for hiring status update in weekly management meeting.
- Responsible for company recruitment initiatives planning & coordination.

- Leverage a variety of sources to identify & hire potential candidates.
- Recommend improvement plans on recruitment flow and process to reduce hiring cycle.
- Good rapport with the hiring department to understand vacant position specifications and qualifications.
- Manage end to end new hire processes, e.g.: medical check-up, offer letter preparation, induction program, ensure submission of complete personal data such as bank account, EPF, PCB & etc.
- Analyze exit interview result & resignation ratio in monthly basis. Prepare the countermeasure proposal if necessary.

Other Responsibilities

- Deployment of Performance Management by promoting "Reward by Performance".
- Creator & window person of Performance Planning Appraisal form.
- Advisor role as HR Internal ISO & OSHE Committee.

Apr 2008 - Jul 2008
(3 months)

Industrial Trainee

Training.com Shared Services Sdn. Bhd.

- Training Program Coordination
- HRDF Documentation
- Telemarketing
- Update client's contact details

Education

2006 - 2009

University Putra Malaysia

Bachelor Science of Human Resource Development

CGPA

3.36/4.00

Skills

Intermediate

- MS Office PowerPoint
- MS Office Word
- MS Office Excel
- Lectora (e-Learning)
- iSpring (e-Learning)

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
English	8	7
Malay	8	7
Mandarin	9	9

Additional Info

Expected Salary	MYR 10,000 (negotiable)
Preferred Work	Ipoh, Perak
Location Travel	Willing to travel, Valid driving license
Notice	3 months

About Me

Gender	Male
Marital Status	Married
Address	18, Jalan Menglembu Impiana 28, Taman Menglembu Impiana Adril, 31450 Menglembu, Perak.