



NUR ARISSA AINI BINTI MOHAMAD AZHAR

(Talent Acquisition Consultant)

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📍 Kajang, Selangor

👤 Possess a vehicle/transportation and a driving license

Linked In : <https://l1nk.dev/qTNpz>

CAREER OBJECTIVE

I am a psychology graduate who has effectively transitioned into the IT recruitment field. With a solid grasp of human behavior, I excel in understanding and matching candidates to the right roles. I adapt quickly to changing environments and consistently meet headcount targets. My strong communication and interpersonal skills, combined with excellent planning and problem-solving abilities, ensure a smooth recruitment process and successful placements.

SKILLS & PROFICIENCIES

Skills:

- IT Recruitment
- Communications
- Benefits Negotiation
- Talent Sourcing
- Microsoft Word, Microsoft PowerPoint, Microsoft Excel
- Google Spreadsheet
- Canva

Proficiencies

- Fluent in Malay and English.
- Basic in Mandarin.

EDUCATIONAL BACKGROUND

Sekolah Menengah Kebangsaan Bandar Seri Putra

Sijil Pelajaran Malaysia (SPM) - Science Stream

2014 – 2018

- Result : 4A4B 1C
- Award : School Prefect Leadership Award (2014-2017)

Matrikulasi Selangor

Foundation in Science

2019 – 2020

- CGPA : 3.75

Muet

2019

- Band 4

Universiti Kebangsaan Malaysia (UKM)

Bachelor in Psychology

2020 – 2023

- CGPA : 3.80
- Award : Dean's List Award every semester

WORK EXPERIENCE

Talent Acquisition Consultant

Ethereal Digital Sdn Bhd | 01 Dec 2023- Present

Job Responsibilities:

- Collaborate with organizational leaders to define requirements, duties, and qualifications for vacant positions.
- Experience in internal and external recruitment: Skilled in managing both internal staffing needs and external candidate sourcing to ensure the best talent is acquired for the organization.
- Specialized in hiring for the banking, insurance, and telecom sectors: Demonstrated expertise in identifying and recruiting top talent within the banking, insurance, and telecommunications industries, understanding the unique requirements and challenges of each sector.
- Present weekly reports with the team and closely follow up on headcounts: Regularly prepare and present detailed weekly recruitment reports to the team, ensuring transparent communication and proactive management of headcount goals.
- Successfully hired for high-level management positions in IT: Proven track record of recruiting and placing candidates in senior management roles within the IT sector, ensuring that leadership positions are filled with highly qualified and capable individuals.
- Manage end-to-end recruiting processes, including sourcing, scheduling, interviewing, recruitment marketing, pipeline management, offers, and onboarding.
- Develop innovative sourcing strategies to build diverse candidate pipelines.
- Analyze data to stay updated on market salaries, providing insights for talent decisions and process improvements.
- Follow up with hiring managers post-interview and gather feedback on unsuccessful placements.
- Host and engage in job fairs, both in-person and virtually, to connect with potential candidates.

Human Resource Internship

Leticia Psychology Centre | 01 Aug 2023 – 22 Sept 2023

Job Responsibilities:

- Working in collaboration with my supervisor to develop a comprehensive training module tailored for our corporate needs
 - Undertook responsibilities involving graphic design work for the company.
 - Successfully coordinated and facilitated a series of online talks and seminars, demonstrating strong organizational and communication skills while ensuring the smooth execution of these events.
 - Provided valuable assistance to the psychologist by actively supporting client interactions and sessions.
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EXTRACURRICULAR ACTIVITIES

- Prefect from middle school until high school (2011- 2018). Responsible for maintaining discipline among students. Patrol the school premises to ensure adherence to school rules and regulations.
 - Young Teacher for Physic, Addmath, and Chemist subjects, Klinik Guru Muda Rawat PT3 (2014-2016).
 - Biology young Teacher during matriculation (2019). Get experience to teach and be a leader for the whole programs.
 - Joining secretariat of Selangor Matriculation College (2019). Coordinates activities within the organization committee and maintains official documents, reports on behalf of organization.
 - Program Secretariat of Kelab Mahasiswa (Psychub) activities, under Psychology (2020-2023). Have experience on handling large crowds from different background.
 - Research assistance for supervisors for her research (2023). Get a real-life experiences on handling kids with special needs while conducting a research project.
 - Served as the emcee for the Ergonomic Day program, skillfully guiding the event's proceedings and engaging the audience to ensure a memorable and informative experience. (2023).
 - Collaborated in orchestrating a program in conjunction with the Genius Remaja UKM, demonstrating strong coordination and teamwork skills to deliver a successful and impactful event.
 - Vaccine Volunteer | PPV Bangi Avenue *12 Aug 2021 – 25 Oct 2021*
 - Registered patients daily to take the vaccine by accurately entering each patient's information in the system.
 - Assisted and resolved problems with the Mysejahtera software for patients who complained about having difficulty using the software.
 - Assisted the doctor in terms of procedures and collecting patients data
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ACHIEVEMENTS:

- **Finishing probation period in less than 3 months of working:** Demonstrated ability to quickly adapt to new roles and responsibilities, efficiently integrating into the team and contributing to organizational goals within a short period.
- **Receiving good feedback from candidates on company survey, achieving 99% satisfaction:** Consistently recognized for providing an exceptional candidate experience, as evidenced by overwhelmingly positive feedback received on company surveys, with a remarkable 99% satisfaction rate.