

AKMIMASLINA AB KARIM – HUMAN RESOURCE GENERALIST



Bandar Enstek, Nilai. Negeri Sembilan



+6012 2158965



Mimi Karim



akmimaslina@gmail.com

EDUCATION

Universiti Kebangsaan Malaysia (UKM)

1998 - 2000

- Bachelor Degree in Information Technology – Management Information System

Akademi Infotech MARA

1995 - 1997

- Advanced Diploma in Information Technology
- NCC Diploma in Computer Studies
- Diploma in Information Technology
- Certificate in Information Technology

WORK EXPERIENCE

Company : Bauer (Malaysia) Sdn Bhd – Assistant HR & Admin Manager		
Duration : Jan 2024 - now		
No.	Task & Responsibility	Achievement
1.	Administration of employee data throughout employment cycle.	
2.	Hands-on a complete full monthly payroll cycle transaction from leaves, allowance, deduction and overtime records to statutory deductions (EPF, SOCSO, Income Tax and HRDF contributions) by ensuring accuracy computation in timely manner.	
3.	Responsible for monthly payroll and wages administration, payroll summary reporting and statutory submission.	
4.	Preparation & producing yearly tax submission and documentation.	
5.	Benefit administration – BIK, allowances, medical, insurance & claims.	
6.	Involve in HRMS system upgrade as user & HR subject matter expert.	

Company : BCW (M) XPR Sdn.Bhd. – Human Resource & Admin Manager		
Duration : July 2022 – Dec 2023		
Reason for Leaving : Position made redundant due to merger & acquisition		
No.	Task & Responsibility	Achievement

1.	<p>Human Resources Handling full task of Human Resources function which includes talent management, development, compensation, safety and health, labor relation & administrative.</p> <ul style="list-style-type: none"> • Strategize and support in the design, development and implementation of the talent review and management process that is required to achieve business goals • Collaborate and calibrate with regional partners to ensure organisation-wide talent management initiatives are focused and aligned on improving business efficiencies and effectiveness • Collaborate with internal and external stakeholders to execute end to end talent management process • Devise diverse approaches, develop and initiate methodologies/programmes for succession planning, workforce retention, and promotion to talent • Design and deliver customised fit for purpose development interventions for talent across the company • Design and deliver career pathing for talent growth and development • Collect, analyse and maintain data gathered to develop and deliver key talent programmes and support the overall development of capability across the organization • Support HR Operations tasks including but not limited to staff movement process, insurance & MPF enrollment, staff inquiries, benefits administration and reporting • Engage in end-to-end recruitment process, i.e. interview coordination, pre-boarding and on-boarding and etc. • Maintain staff records, personal files and leave records and assist in work visa applications • Key contact of the Internship Program and work closely with the universities career centre • Perform ad-hoc HR-related duties as assigned by team 	<ul style="list-style-type: none"> • Introducing 90 days journey program for probationary & under perform staff within 1 month of joining the company • Redesign and refresh onboarding deck for new joiners • APAC Individual Support – Gold Winner (less than a year in the company)
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Company : Hubner Malaysia Sdn Bhd – Human Resource & Admin Manager Duration : Dec 2015 – July 2022 Reason for Leaving : Company closed down		
No.	Task & Responsibility	Achievement
1.	<p>Human Resources Handling full task of Human Resources function which includes staffing, development, compensation, safety and health, employee and labor relations.</p>	<ul style="list-style-type: none"> • Setting up human resource department • Successfully come out with Employee Handbook detailing rules and regulation, policies and benefit of the newly setup company. • Setting up the standards, process and procedure for all Human Resource functions. • Point of contact to government agencies and other related parties.

		<ul style="list-style-type: none"> Pioneer and setting up team of the company from only 3 employees to 15 employees. Representative to the Group HR Conference presenting Malaysia's subsidiary human resource practices and development. Expatriate management – dealing with MIDA, IRB and other related government agencies. Local talent development personnel – work with headquarters team to identify high performers and developing knowledge and expertise in critical position.
2.	Administration Responsible for all administrative function in the company which includes license application and renewal, company property, security guards, tenancy agreement, travel arrangement for staff, uniforms and stationeries, group insurance and travel insurance.	<ul style="list-style-type: none"> Apply and maintain yearly license – Manufacturing license, LGM license, local council business license, Petronas license, software license.
3.	Finance & Accounts	<ul style="list-style-type: none"> Budget preparation Transfer pricing – inter company transaction – maintain documentation for audit Payment for all invoices, claims, payroll, statutory, taxes

Company : Accenture Software - Learning & Collaboration Architect Duration : Jun 2013 – Nov 2015 Reason for Leaving : Better offer		
No.	Task & Responsibility	Achievement
1.	Design and develop E-Learning material for Distributor Management System. Design the curriculum, prepare the training material and conduct classroom training for Distributor Management System on a monthly basis (for new staff and client).	<ul style="list-style-type: none"> Successfully produce E-Learning material used by staff and client all around the world. Update E-Learning material based on application upgrades (2 times yearly) Product knowledge training every month for new joiners and new client.

Company : Protasco Group Berhad – Training Executive Duration : Jan 2013 – May 2013 Reason for Leaving : Better offer		
No.	Task & Responsibility	Achievement
1.	Manage Training department	<ul style="list-style-type: none"> Training need analysis for all subsidiary and department in the group. Conduct induction training for new employees.

Company : BAG Networks, Bandar Seri Begawan - Analyst Duration : Feb 2012 – Dec 2012 Reason for Leaving : Moving back to Malaysia		
No.	Task & Responsibility	Achievement

1.	Support client – Jabatan Perkhidmatan Awam, Brunei on implementation of PeopleSoft Employee Information System.	<ul style="list-style-type: none"> • Train end users how to use system and rectify system error. • Design and develop E-Learning material for Employee Information System.
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Company : Perodua Sales Sdn Bhd – Senior HR Executive Duration : Sept 2000 – Dec 2009 Reason for Leaving : Move to Brunei to follow spouse		
No.	Task & Responsibility	Achievement
1.	<u>Jan 2004 – Dec 2009 – Senior HR Executive</u> <ul style="list-style-type: none"> • Lead HRMS team by managing and coordinating system related functions, maintenance, upgrading and reporting. • Prepare, compile and consolidate all sections report for Monthly Management Report. • Prepare yearly bonus, increment, promotion and upgrading calculation for management approval. • HR representative for recruitment panel – executive level and below. • Committee member for Collective Agreement with Union. 	<ul style="list-style-type: none"> • Migrating legacy HR system to PeopleSoft. • PeopleSoft HR System Go-live within project timeline. • Employee Self Service used company wide. • Collective Agreement (CA) signed without problem. • Yearly bonus, increment paid on time and without error. • Recruitment team for Management Trainee Program, Mechanic Apprentice Program & Service Advisor Apprentice Program.
2.	<u>Sept 2000 – Dec 2003 – System Engineer</u> <ul style="list-style-type: none"> • Support Human Resource Management System (HRMS), Payroll System, Time Attendance System and Security System (ID card printing and access) • Support Sales & Service System. • Support Donation System. 	<ul style="list-style-type: none"> • Implementation of Time & Attendance system at all branch and service centre. • Printing of new ID card for all staff and contractor using new Security System. • Team member for HR system migration – legacy to PeopleSoft. Support both HR and Payroll user.

SKILLS

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| <ul style="list-style-type: none"> • HRMS – PeopleSoft, Panda Payroll, eHRMS • Compensation & Benefit • Training & Development • Employee Relations • Ms Office (Word, Excel, Powerpoint) • Oracle Database • Procurement | <ul style="list-style-type: none"> • Payroll Processing • Budget Preparation, Treasury • Strategic Planning • Recruitment and onboarding process • Project Management • Performance Management |
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EXPECTATION

Notice Period : 2 month
 Reference : Available upon request