

# VIMALA PERAMAL

HUMAN RESOURCE BUSINESS PARTNER



## CONTACT

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## EDUCATION

University Putra Malaysia  
Masters in Human Resource  
Development

## SKILLS

- Business Partnering
- Stakeholder Management
- Workday Expert (HR System)
- Benefits Administration
- Talent Management
- Payroll Management

## LANGUAGES

- English
- Malay
- Tamil

## PROFILE

Dynamic and results-oriented professional with a strong background in Human Resources, specializing in Business Partnering. Proven ability to manage the stakeholders and the team at all levels. I am committed to driving success and delivering high-quality results in fast-paced, challenging environments.

## WORK EXPERIENCE

**Company :** Asia Digital Engineering (ADE) - *Subsidiary of AirAsia Berhad*

**Position :** Manager, Human Resource Business Partner

**Reporting to :** Head of Human Resource

**Tenure :** April 2022 - Present (2 Years 1 Month)

**Industry :** Aviation / Maintenance Repair & Overhaul (MRO)

- Partner with all the business units and ensure a deep understanding of business strategy and implement high-quality HR practices within the team.
- Partner with the Talent Acquisition team to fulfill the business needs.
- Collaborate with stakeholders and leadership and provide HR guidance such as staffing, talent development, performance management, and employee relations.
- Key personnel in managing employee movements in the Workday (HRIS) system.
- Preparation of the manpower budget and ensure the efficient allocation of resources throughout the year.
- Support managers in effectively evaluating employee performance.
- Assist in managing organizational change initiatives.
- Propose and implement competitive rewards structure for new and existing employees.
- Partner with Employee Relations (COE) in managing employee disciplinary matters.
- Data preparation for internal and external clients.

**Company :** foodpanda Malaysia

**Position :** Senior Manager, HR Operations

**Reporting to :** Human Resources Director

**Tenure :** December 2021 - April 2022 (4 Months)

**Industry :** Online food & grocery delivery

- Provide HR operational support to manage the entire employee lifecycle - including issuance of offer letters, onboarding, contracts, visas, payroll, benefits, tax, insurance, job movements, HRIS system (workday), custodian of employee data and offboarding - whilst ensuring local compliance and ensuring a consistent employee experience.
- Collaborate with both internal and external stakeholders to provide timely, accurate and appropriate advice on people processes and to manage changes/enhancements in people tools, systems and processes.
- Ensure transactional operations and record maintenance are accurate and efficient by executing or implementing regular quality checks on workflows for proper control and audit measures.
- Manage accuracy and maintenance of key employee data on workday, payroll system, personal file and manual database. Champion data integrity and confidentiality.
- Identify gaps or conflicts in existing processes and proactively monitor and measure internal control effectiveness, develop and own action items to remediate identified issues; with an aim to promote employee self-service where appropriate.
- Manage end-to-end payroll processing and employee claims by ensuring 100% accuracy and timely payments.
- Support the end-to-end process for performance review, rewards structure, merit & bonus payout.
- Custodian for employees and dependents medical coverage (sourcing, database maintenance, communication with insurer/agents)

**Company : AirAsia Berhad**  
**Position : Senior Human Resource Business Partner**  
**Reporting to : Head of Human Resources**  
**Tenure : February 2012 - November 2021 (9 Years, 9 Months)**  
**Industry : Aviation**

- First point of contact for Employees, Managers and Department Admins on HR processes, policies and benefits.
- Function as an active and influential business advisory role towards the business unit.
- Involved in the recruitment and selection process of the business unit.
- Assist to resolve Industrial Relations issues, conduct effective, through and objective investigation.
- Accountable in staff movements such as resignation, re-designation, promotion, salary revision, contract renewal, termination, etc in the workday system.
- If needed to conduct the on-boarding session for the new joiners.
- Partner closely with Corporate Business Leaders in all areas of Human Resources, including but not limited to Change Management, Leadership Development, Performance Management, Talent Management, Talent Acquisition, Learning & Development, Compensation & Benefits, and Industrial Relations & Employee Relations.
- Partner closely with Centers of Excellence & HR Shared Service Center to implement and drive processes and programs to enhance company performance along with employee's workplace experience.

**Company : AETINS**  
**Position : Project Coordinator**  
**Reporting to : Project Manager**  
**Tenure : September 2011 - January 2012 (4 Months)**  
**Industry : Software Engineering**

- Coordinate with Software Developers to address the issues raised by oversea clients.
- Work closely with the Quality Assurance team to test the fix and configuration before sending it to the client.

**Company : Atma Link Sdn Bhd**  
**Position : Training Administrator**  
**Reporting to : Chief Executive Officer**  
**Tenure : June 2010 - August 2011 (1 Year, 2 Months)**  
**Industry : Training Provider**

- Oversee both Training & Development and Sales departments to ensure the training calendar is published, source for new trainers and the training modules.
- Work with the Marketing team to promote the training programs to the public and institutions. Sales reports are prepared for CEO's review.
- Register the training programs with the Human Resource Development Fund (HRDF).
- Administer the end to end of the training and participants' feedback to ensure it meets the program objectives.
- Responsible for the claim process under Human Resource Development Fund (HRDF).

**Company : Taylor's Education Group**  
**Position : Human Resource Executive**  
**Reporting to : Group Training Manager**  
**Tenure : June 2007 - May 2010 (3 Years)**  
**Industry : Education**

- Manage admin related tasks for both public and in house training programs.
- Outsource training provider, external trainer if required and be a project consultant.
- Work closely with training providers to carry out the necessary training as required by the departments once the training has been approved.
- Be in charge of training coordination; training attendance, training evaluation.
- Analyze participants' feedback on the training programs conducted to ensure it meets the program objectives.
- Responsible for application and claim process for all trainings that are claimable under HRDF.
- To make sure HRDF requirements are complied with as well as ensuring the company gains maximum value from this fund.
- Prepare monthly reports for Training & Development by taking care of the monthly expenses closely.
- Update and upload in the staff portal Internal Training Calendar to ensure that programs are implemented in a timely manner and that potential participants are aware of the planned training programs.
- Responsible for key training records in the HRIS system (Orisoft) and also to generate reports whenever requested or needed.
- Preparation of Training Records for Audit.
- In charge to collect and compile Training Effectiveness 6 months once from HOD.
- Record keeping of training records in both hard and soft copy.