



# Masrah Marsinda

## Senior Manager, Human Resources

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Rawang, Selangor

## Profile

Experienced Human Resources Manager with a proven track record of successfully hiring and managing a large workforce. Skilled in leadership, teamwork, and adaptability, with a focus on introducing innovative HR programs and navigating challenges such as the COVID-19 pandemic. Adept at managing employee benefits, payroll, and HR operations, while continuously seeking opportunities for career advancement and professional growth. I am dedicated to widening my impact and contributing to the success of an organization through strategic HR initiatives and fostering a positive work environment.

## Employment History

### Manager, Human Resources Business Partner at Tan Chong Group

01/2022–Present

As the Manager, Human Resources Business Partner at Tan Chong Group, I lead a team of HRBP team and provide strategic HR support to the Business units under my care. My key responsibilities include:

- Supporting end-to-end recruitment and selection process, including sourcing, screening, and interviewing candidates.
- Actively involved in performance management process with the senior management team.
- Developing and implementing HR policies and procedures to ensure compliance with labor laws and company guidelines.
- Conducting training and development programs to enhance employee skills and knowledge.
- Overseeing employee relations, addressing grievances, and ensuring a harmonious work environment.
- Collaborating with senior management to align HR initiatives with company goals and workforce planning.
- Supporting current and future business needs through human capital development, engagement, motivation, and preservation, this must align with the business unit's objective.

## Skills

Leadership  
Employee Engagement  
Recruitment process  
HR policies  
Employee relations  
Workforce planning  
Training programs

### Lead, Human Resources at Lapasar Sdn Bhd, Shah Alam

05/2019–10/2021

- Led the recruitment process for a start up organization, from less than 20 employees to 200 plus employees in KL, Negeri Sembilan and Ipoh.
- Create and update company policies and procedures to meet changing regulations and ensure compliance with labor laws.

- Developed and implemented a comprehensive onboarding program for new hires, resulting - increase in employee retention.

## **Senior Executive, Human Resources at Berkshire Media Sdn Bhd, Kuala Lumpur**

08/2016–05/2019

- Managed payroll and benefits administration for X+ employees
- Developed and implemented a comprehensive online onboarding program
- Collaborated with managers to resolve complex employee relations issues with positive outcomes
- Developed a comprehensive organizational structure that improved efficiency and communication between departments

## **Officer, Human Resources at Aquionics Technologies Sdn Bhd,, Rawang**

01/2016–08/2016

- Provided support and guidance to managers on employee relations issues, resulting in improved employee morale and retention
- Assist for payroll documents
- Assist to hire general staff
- Assist in maintaining employees record

## **Faculty Executive Oct 2013 - Oct 2014 at Universiti Tun Abdul Razak. , Kuala Lumpur**

10/2013–10/2014

- Created and maintained a database of students information and transactions, resulting in improved students-faculty relation
- Managed and oversaw the daily faculty operations of the office, including scheduling, budgeting, and personnel

## **HR Assistant & Marketing Administrator at ISBA UK College , Kuala Lumpur**

09/2011–09/2013

- Assist in marketing activities with local students
- Assist in marketing activities, by presenting this college to other Asians countries like Indonesia, Myanmar and Vietnam
- Assisting account executive in preparing the payroll

# **Education**

## **Bachelor of Finance, Universiti Tenaga Nasional**

10/2008–07/2011