



# Tan Chiu Wen

## Human Resource Specialist

### Skills

- Talent Acquisition
- Payroll
- People Engagement
- Performance Management
- Learning & Development
- Compensation & Benefit

### Work Experience

#### May 2024 - Present

#### Macro Tech Ventures Sdn Bhd (Borong/Dropee) (Technology)

Senior HR Generalist (payroll)

- Handling monthly payroll, process improvement, statutory payment, staff movement cycle, performance management, engagement activity, L&D and monthly reporting.

#### Mar 2023 - Apr 2024

#### Sin Yuan Enterprise Sdn Bhd (Manufacturing)

HR Executive (payroll)

- Handling monthly payroll, recruitment, foreign worker administration, statutory and monthly reporting.

#### Dec 2022 - Feb 2023

#### Talent Houz (Staffing Agency)

HR Generalist

- Process improvement on operation and performance management process, and handle recruitment and learning.

I'm Chiu Wen, HR personnel with 4 years experience. I'm specialist in handling people in different environment and sensitive to number. I'm a teamwork-oriented person who able to work independently well and able to adapt to different environment, operations, and process quickly.



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Mandarin (Native)  
English  
Bahasa Malaysia  
Dialect



Expected RM7500 (Negotiable)



Notice Period 2 months



Provide upon request

To win in the  
marketplace,  
you must first  
win in the  
workplace.

~Doug Conant~

LET'S TALK MORE  
OVER THE PHONE

**Sep 2022 - Nov 2022**

**Senheng Electric (KL) Sdn Bhd (Retail)**

HR Executive (operation)

- Liaise with training provider, host company engagement event, prepare audit report and handle staff movement cycle.

**Dec 2020 - Sep 2022**

**iCart Malaysia Sdn Bhd (HappyFresh) (E-Commerce)**

HR Executive (generalist)

- Handle employee full cycle from recruitment, operation, employee relation, compensation & benefit, payroll to performance management. Plus handle office administration and system support.

## Education History

**University of Malaysia Sarawak (UNIMAS),  
Kota Samarahan, Sarawak**

- Bachelor Degree in Human Resource Development
- CGPA 3.45 (Honors Degree with Merit)

**Setapak High School,  
Setapak, Kuala Lumpur**

- Pre-University / Form Six

**SMK Danau Kota,  
Kuala Lumpur**

- 5A, 3B, 3C. Awarded Full Attendance

## Core Competencies

- Process Improvement
- Problem Solving
- Analytic Skill
- Communication Skill
- Quick Learner
- Flexible and Adaptable
- Excel Vlookup and Pivot Table
- Presentation Skill