



PERSONAL PARTICULAR:

Name : Hii King Hie
Address : Lot 5970, Jalan Promin Jaya 1B,
Taman Desa Senadin,
98000 Miri,
Malaysia.
Gender : Male
Nationality : Malaysian
Marital Status : Married with 2 Children
Personality : Pleasant, willing to work hard independently or in a team.
Mobile Number : 0168609950
Email : king_hie80@yahoo.com
Availability : Immediately after notice period of one month

PROFESSIONAL CERTIFICATION

1. CHRA (Chartered Human Resource Analyst) from AAPM (American Academy of Project Management).
2. MAHRI (Member of Australia HR Institute) from AHRI (Australia Human Resource Institute).

EDUCATION BACKGROUND

Highest Education

Level : Bachelor's Degree
 Grade : Grade B/ 2nd Class Upper
 Field of study : Management
 Major : Bachelor of Commerce and Management
 Name of Institution : Lincoln University
 Location : Christchurch, New Zealand.
 Graduation Date : April 2005

Second Highest Education

Level : Diploma
 CGPA : 3.33 /4
 Field of Study : Business Studies
 Major : Diploma in Business Studies
 Name of Institution : Politeknik Kuching Sarawak (POLIKU)
 Location : Kuching, Sarawak, Malaysia
 Graduation Date : May 2003.

LANGUAGES & DIALECT PROFICIENCY

English : Fluent – Reading, Written & Spoken
 Malay : Fluent – Reading, Written & Spoken
 Mandarin : Fluent – Spoken Only
 Foochow : Fluent – Spoken Only
 Hokkien : Fluent – Spoken Only
 Cantonese : Fair – Spoken Only
 Bahasa Sarawak : Fluent – Spoken Only

EMPLOYMENT HISTORY

From Sep 2022 to current

Company Name : Cahya Mata Phosphates Industries Sdn Bhd
 Position : HR Manager
 Industry : Manufacturing
 Location : Samalaju Bintulu, Sarawak
 Duties :

- ❖ Lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering benefits, leave, enforcing company policies and practices.
- ❖ Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- ❖ Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- ❖ Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- ❖ Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- ❖ Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- ❖ Oversees employee disciplinary meetings, terminations, and investigations.
- ❖ Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- ❖ Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- ❖ To carry out all other duties or works as assigned to you and/or as directed by Management.

From Nov 2021 to Sep 2022

Company Name : OM Materials & Logistic (M) Sdn Bhd
 Position : Senior Manager, Human Resources & Administrative
 Industry : Mining & Logistic
 Location : Samalaju Bintulu, Sarawak
 Duties :

(i) Human Resource Function

- ❖ Responsible for the full spectrum management of day to day operations of the Human Resources and Administrative department, which could include all or part of functions such as employee management, payroll administration, compensation and benefits management, discipline management, industrial relations, training management and execution, and any other additional future HR functions as required by the management;
- ❖ Assists and provides inputs on HR policy formulation, implementation, execution and reviews.
- ❖ Carries out research into relevant legislation and regulatory matters as required.
- ❖ Coaches and trains subordinates such that they are clear of their roles and responsibilities and are able to perform their duties competently.
- ❖ Provides support to subordinates such that they are able to handle matters and address issues encountered themselves.
- ❖ Assigns work to subordinates and holds subordinates accountable for their duties and responsibilities by providing specific and timely feedback, measuring the performance of teams and individuals and delegating effectively.
- ❖ Setup enforces and manages incentives, KPI and business systems to improve the plant efficiency, effectiveness, process and quality of workforces.
- ❖ Handles and liaises with government officials from the Labour Department, Immigration Department, Bintulu Development Authority, etc.
- ❖ Manage the recruitment of foreign workers, foreign management inclusive of handling the work permit and visa.

(ii) Administrative Function

- ❖ Manage the full spectrum of administrative function and put in place company policies and procedures that have been laid out.
- ❖ Provides supplies by identifying needs for reception, switchboard, mailroom, establishing policies, procedures, and work schedules.
- ❖ Manages courier and parcel services within the mailroom in the company.

- ❖ Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results within the administrative department.
- ❖ Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
- ❖ Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
- ❖ To carry out all other duties or works as assigned to you and/or as directed by Management.

From May 2014 to Oct 2021

Company Name : Berjaya Dockyard Sdn Bhd & Berjaya Dockyard (Sibu) Sdn Bhd

Position : Human Resources & Administrative Manager (Promotion)

Industry : Shipbuilding & Ship repairing

Location : Miri, Sarawak

Duties :

- ❖ Handle the full spectrum of Human Resource and Administration matters for both shipyards in Miri and Tanjung Manis.
- ❖ To plan and administer human resource activities such as recruitment, employee welfare & benefits, training & development, controlling the human resource policies, procedures, manuals and to handle all employees related matters.
- ❖ Identifying legal requirements and government reporting regulations affecting human resources functions and ensuring policies, procedures, and reporting are in compliance.
- ❖ In charge of full recruitment activities for both office and operation staff which consists of advertisement, processing the job application, arrangement for interview, conducting interview, selection of best candidate, conducting new employee orientation, preparing job offer / employment contract for all the new employees and dealing with manpower agencies in recruiting the foreign workers.
- ❖ Monitor and manage all the foreign worker's work permit, AP and labour license for both shipyards in Miri and Tanjung Manis.
- ❖ Monitor the new employee orientation programme for all new staff in order to familiarize them with the company.
- ❖ Involve in monitoring the HR records such as employee problem, attendance, administration on the annual leave and sick leave as well as on their sick claim limitation, grievances, disciplinary and issuance of warning letter to the employee.
- ❖ Monitor the time management system for daily / monthly staff attendance records as well as managing employees leave records.
- ❖ Monitoring and coordinating the Performance Appraisal management for each of the staff to ensure effectiveness, compliance, and equity within the organization as well as closely monitor employee benefit & welfare.

- ❖ Monitor employee monthly / daily salary.
- ❖ Develop, implement and monitor closely of company's policy, procedures, rules and regulations. Ensuring all employees comply with company policy and updating the policy if there are any changes.
- ❖ Respond to inquiries regarding policies, procedures, and programmes
- ❖ Liaise with each and every of the Departmental Head in assessing the need of training for their departmental staff before allocating and arranging the suitable training to them in order to update their work knowledge & skills.
- ❖ Analyze the department training plan and training assessment for all staff and coordinating in house or external training.
- ❖ Preparing the yearly training plan for each of the departments and updating the progress of the plan with the Departmental Head every month.
- ❖ Liaise with the training provider for the latest and suitable course for staff to attend from time to time.
- ❖ Advise Management in appropriate resolution of employee relations issues.
- ❖ Represent organisation at personnel-relates hearings and investigations.
- ❖ Monitor, prepare and keep the records of staff personnel transactions such as promotions, transfers, performance reviews, terminations and employee statistics.
- ❖ To conduct the disciplinary investigation, domestic inquiry and employee grievances
- ❖ Fully taking charge of all the Human Resource Development Fund (HRDF) matters and liaising with the HRDF officer for the application of training grant/fund before/after certain training.
- ❖ Ensuring that the company is contributing to the HRDF every month on time.
- ❖ Updating and maintaining all the staff job descriptions from time to time.
- ❖ Liaise with the labor officer in the application for foreigner's AP, immigration officer in the application of working permit for foreign workers and also liaising with the police officer from time to time in maintaining the safety of the yard area.
- ❖ Manage all the in house memos and general correspondence.
- ❖ Implement, monitor, update and help to develop the company's administrative policies and procedures based on the Employee Handbook.
- ❖ Engage in administrative work such as hostel infrastructure maintenance, general maintenance of office facilities, company handbook and others related admin work.
- ❖ Procure and maintain general office supplies such as office furniture and equipment, stationery, etc and to liaise with vendors in general office maintenance.

- ❖ Provide administrative support to the office, such as travel arrangement, hotel booking, hostel arrangement for visitor and staff, mailing and delivery service and other admin related matters.
- ❖ Monitor and support the security department for any matter relating to the security system, process and personnel.
- ❖ Support and monitor the HSE Department from time to time especially their daily report, PPE issuance to workers, penalty system, etc.
- ❖ Act as the Committee Member for the company in the implementation of ISO 9001:2015.

From Sep 2011 to May 2014

Company Name : Berjaya Dockyard Sdn Bhd

Position : Assistant Human Resources & Administrative Manager (Promotion)

Industry : Shipbuilding & Ship repairing

Location : Miri, Sarawak

Duties :

- ❖ To assist Human Resource & Admin Manager in Human Resource related functions, such as recruitment, employee welfare & benefits, training & development, controlling the human resource policies, procedures, manuals and to handle all employee related matters.
- ❖ Handle the full spectrum of Human Resource and Administration matter
- ❖ Assist in identifying legal requirements and government reporting regulations affecting human resources functions and ensure policies, procedures, and reporting are in compliance.
- ❖ In charge of full recruitment activities for both office and site staff which consists of advertisement, processing the job application, arrangement for interview, conducting interview, selection of best candidate, conducting new employee orientation, preparing job offer / employment contract for all the new employees and dealing with manpower agencies in recruiting the foreign workers.
- ❖ Conduct the new employee orientation programme for all new staff in order to familiarize them with the company.
- ❖ Involve in maintaining HR records such as employee problem, attendance, administration on the annual leave and sick leave as well as on their sick claim limitation, grievances, disciplinary and issuance of warning letter to the employee.
- ❖ Administer the time management system for daily / monthly staff attendance record as well as managing employees leave records.
- ❖ Assist HR Manager & Admin Manager in monitoring and coordinating the Performance Appraisal management for each of the staff to ensure effectiveness, compliance, and equity within the organization as well as closely monitor employee benefit & welfare.
- ❖ Monitor employee monthly / daily salary.
- ❖ Develop, implement and monitor closely the company's policy, procedures, rules and regulations. Ensuring all employees comply with company policy and updating the policy if there are any changes.

- ❖ Respond to inquiries regarding policies, procedures, and programmes
- ❖ Liaise with each and every of the Departmental Head in assessing the need of training for their departmental staff before allocating and arranging the suitable training to them in order to update their work knowledge & skills.
- ❖ Analyze the department training plan and training assessment for all staff and coordinating in house or external training.
- ❖ Preparing the yearly training plan for each of the departments and updating the progress of the plan with the Departmental Head every month.
- ❖ Liaise with the training provider for the latest and suitable course for staff to attend from time to time.
- ❖ Advise Management in appropriate resolution of employee relations issues.
- ❖ Represent organisation at personnel-relates hearings and investigations.
- ❖ Monitor, prepare and keep the records of staff personnel transactions such as promotions, transfers, performance reviews, terminations and employee statistics.
- ❖ To conduct the disciplinary investigation, domestic inquiry and employee grievances
- ❖ Fully taking charge of all the Human Resource Development Fund (HRDF) matters and liaising with the HRDF officer for the application of training grant/fund before/after certain training.
- ❖ Ensuring that the company is contributing to the HRDF every month on time.
- ❖ Updating and maintaining all the staff job descriptions from time to time.
- ❖ Liaise with the labor officer in the application for foreigner's AP, immigration officer in the application of the working permit for foreign workers and also liaising with the police officer from time to time in maintaining the safety of the yard area.
- ❖ Manage all the in house memos and general correspondence.
- ❖ Implement, monitor, update and help to develop the company's administrative policies and procedures based on the Employee Handbook.
- ❖ Engage in administrative work such as hostel infrastructure maintenance, general maintenance of office facilities, company handbook and others related admin work.
- ❖ Procure and maintain general office supplies such as office furniture and equipment, stationery, etc and to liaise with vendors in general office maintenance.
- ❖ Provide administrative support to the office, such as travel arrangement, hotel booking, hostel arrangement for visitor and staff, mailing and delivery service and other admin related matters.
- ❖ Monitor and support the security department for any matter relating to the security system, process and personnel.

- ❖ Support and monitor the Safety Department from time to time especially their daily report, PPE issuance to workers, penalty system, etc.
- ❖ Act as a safety committee member for the company .
- ❖ Act as the Committee Member for the company in the implementation of ISO 9001:2008.

From Feb 2009 to Sep 2011

Company Name : Berjaya Dockyard Sdn Bhd

Position : Senior Human Resources & Administrative Executive (Promotion)

Industry : Shipbuilding & Ship repairing

Location : Miri, Sarawak

Duties

- :
- ❖ Handle the full spectrum of Human Resource and Administration matter
 - ❖ In charge of full recruitment activities for both office and site staff which consists of advertisement, processing the job application, arrangement for interview, conducting interview, selection of best candidate, conducting new employee orientation, preparing job offer / employment contract for all the new employees and dealing with manpower agencies in recruiting the foreign workers.
 - ❖ Involve in maintaining HR records such as employee problem, attendance, administration on the annual leave and sick leave as well as on their sick claim limitation, grievances, disciplinary and issuance of warning letter to the employee.
 - ❖ Maintain and ensure that employees leave records is up to date from time to time.
 - ❖ Monitor and distribute employee monthly / daily salary.
 - ❖ Develop, implement and monitor closely the company's policy, procedures, rules and regulations. Ensuring all employees comply with company policy and updating the policy if there are any changes.
 - ❖ Liaise with each and every of the Departmental Head in assessing the need of training for their departmental staff before allocating and arranging the suitable training to them in order to update their work knowledge & skills.
 - ❖ Preparing the yearly training plan for each of the departments and updating the progress of the plan with the Departmental Head every month.
 - ❖ Liaise with the training provider for the latest and suitable course for staff to attend from time to time.
 - ❖ Fully taking charge of all the Human Resource Development Fund (HRDF) matters and liaising with the HRDF officer for the application of training grant/fund before/after certain training.
 - ❖ Ensuring that the company is contributing to the HRDF every month on time.
 - ❖ Updating and maintaining all the staff job descriptions from time to time.

- ❖ Liaise with the labor officer in the application for foreigner's AP and also with the police officer from time to time in maintaining the safety of the yard area.
- ❖ Assist HR Manager in Performance Appraisal management and monitor closely employee benefit & welfare.
- ❖ Manage all the in house memos and general correspondence.
- ❖ Engage in administrative work such as hostel infrastructure maintenance, general maintenance of office facilities, company handbook and others related admin work.
- ❖ Procure and maintain general office supplies such as office furniture and equipment, stationery, etc and to liaise with vendors in general office maintenance.
- ❖ Provide administrative support to the office, such as travel arrangement, hotel booking, hostel arrangement for visitor and staff, mailing and delivery service and other admin related matters.
- ❖ Monitor and support the security department for any matter relating to the security system, process and personnel.
- ❖ Support and monitor the Safety Department from time to time especially their daily report, PPE issuance to workers, penalty system, etc.
- ❖ Act as a safety committee member for the company .
- ❖ Act as the Committee Member for the company in the implementation of ISO 9001:2008.

From Oct 2005 to Feb 2009

Company Name : Berjaya Dockyard Sdn Bhd
Position : Administrative Executive
Industry : Shipbuilding & Ship repairing
Location : Miri, Sarawak
Duties :

- ❖ Assist General Manager in recruitment activities such as advertisement, arrangement for interview, conducting new employee orientation and dealing with manpower agencies.
- ❖ Assist General Manager in maintaining HR records such as employee problems, attendance, leave, grievances and disciplinary matters.
- ❖ Maintain and ensure that employees leave records is up to date from time to time.
- ❖ Develop, implement and monitor closely the company's policy, procedures, rules and regulations. Ensuring all employees comply with company policy and updating the policy if there are any changes.
- ❖ Fully taking charge of all the Human Resource Development Fund (HRDF) matters.
- ❖ Updating and maintaining all the staff job descriptions from time to time.

- ❖ Liaise with every Departmental Head in assessing the need of training for their departmental staff before allocating and arranging the suitable training to them in order to update their work knowledge & skills.
- ❖ Preparing the yearly training plan for each of the departments and liaising with the training provider for the latest and suitable course for their staff to attend from time to time.
- ❖ Manage all the in house memos and general correspondence.
- ❖ Engage in administrative work such as hostel infrastructure maintenance, general maintenance of office facilities, company handbook and others related admin work.
- ❖ Provide administrative support to the office, such as travel arrangement, hotel booking, hostel arrangement visitor and staff, mailing and delivery service and other admin related matters.
- ❖ Support safety and security department for any matter relating to the safety and security system, process and personnel.
- ❖ Act as the DQMR (Deputy Quality Management Representative) for the company in the implementation of ISO 9001:2000.

REFERENCES

REFERENCE 1:

Name : Mr Sharudin Abd Rahman
Email : rahmanshahrudin95@gmail.com
Position : Managing Director
Name of Company : Cahya Mata Phosphates Industries Sdn Bhd
Relationship : Ex-Superior
Tel No : +65 9880 6762

REFERENCE 2:

Name : Ms Teresa Ling
Email : teresaling@berjayadockyard.com
Position : General Manager
Name of Company : Berjaya Dockyard Sdn Bhd
Relationship : Ex-Employer
Tel No : +012 878 8199

REFERENCE 3:

Name : Mr. Tang Tung Pin
Email : Tang.TungPin@imodco.com
Position : Business Development Manager
Name of Company : Imodco Terminals
Relationship : Peers
Tel No : +6012 682 7174