



NORAINI SADRI



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JALAN CEMARA 45300
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SELANGOR

Skills


EDUCATION

EXECUTIVE DIPLOMA HUMAN RESOURCES MGMT /
2011-2013
Universiti Malaya

MANAGER - COMPENSATION & REWARDS /
EDGENTA UEMS SDN BHD
MAR 2022 - Till date

In charge of the overall Performance Management & Rewards function, including but not limited to:

- Manage & administer Payroll processing for the Company including adherence to statutory deduction such as EPF, SOCSO, Tax and other related deductions.
- Responsible for the development, deployment and maintenance of Payroll and processes
- Responsible for the design and implementation of Performance Management initiative including promotion and performance management exercise.
- Responsible to develop, implement and execute overall rewards and recognition activities and processes which include market analysis, salary increment and bonus payment exercise, job grading system and job evaluation.
- Responsible for developing, implementing and administering benefits programs, policies and procedures.
- Responsible in a communication material on the new / improved initiatives
- Supporting Sr Manager HR in the preparation of reporting materials
- Represent the Management in any engagement session with employees either in the office or at site.
- Performs other duties as assigned.

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- Able to speak and write in Bahasa Malaysia and English as professional working proficiency.
 - Proven ability to work with minimum supervision.
 - Wide experience, knowledge and hands-on skills in SAP HR system, involved in migration and UAT process, Infotech HR System and BIPO,
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**MANAGER - PAYROLL & BENEFITS /
AEON DELIGHT (MALAYSIA) SDN BHD**

April 2020 - Feb 2022

- Responsible in overseeing accurate procedures of Payroll process and to ensure all are paid correctly and timely manner
- Research and lead in the review and development of payroll processes, procedures and systems
- Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments
- Design, evaluate and modify benefit policies to ensure that programs are current, competitive and in compliance with legal requirements.
- Analyze compensation policies, government regulations, and prevailing wage rates to develop competitive compensation plan.
- Administer, direct and review employee benefit programs
- Assist in the data collation and initial preparation of market assessment analyses to support off-cycles for benchmarking, promotions, transfers etc.
- Involved in internal and external audit process
- Prepare reports, proposals, and recommendations for management consideration.
- Ensure the maintenance of archiving payroll data and records in a safe manner to ensure compliance with data protection regulations
- Ensures and maintains strict confidentiality over employee data and information, ensuring full compliance with Data Protection Act provision
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, and savings deductions.
- Prepare monthly reports on staff cost required by Finance and Management team
- Contributes to team effort by accomplishing related results as needed
- Performs other duties as assigned.



**PRINCIPAL - PAYROLL & BENEFITS /
WEBE DIGITAL SDN BHD**

Nov 2018 - Mar 2020

- Supporting the Senior Manager in the development and implementation of company policies, HR policies and procedures and ensure full compliance by the employees.
- Processing and maintaining SAP payroll system & ensure salary is credited on timely, accurate and truthful.
- Handle the tasks of identifying payroll discrepancies and processes necessary corrections
- Liaison with government authorities which includes timely submission of EPF, SOCSO & Income tax forms & payments as well as all related correspondences.
- Maintain and managed employee medical benefit and life insurance such as liaise with provider, process monthly billing, managed employee queries and fully involved with discussion on renewal rates.
- Prepare monthly reports on staff cost required by Finance Department and Management team.
- Ensure all payroll related transactions are properly charged to the correct GL accounts.
- Processing of new hires, posting changes such as staff movements, increments.
- Provide guidance, counsel and advice on HR perspective related to all HR issues to employees.
- Fully involved with company audit exercise. (Internal & External)
- Handle all payroll related matters and undertake tasks assignment by the Management from time to time.





PRINCIPAL - EDS / WEBE DIGITAL SDN BHD

Nov 2017 - Oct 2018

- One of the key persons in managing HRIS (Wise -SAP back end system & Success Factors)
 - ☐ Ensure the support for employee related queries pertaining to system, HR policy and company guideline as well
 - ☐ Ensure data accuracy when it is passed from Success Factors to SAP vice versa.
 - ☐ Maintaining employee data in PA - SAP such as hiring, confirmation, promotion, contract renewal, time management, work schedule and assignment begin/end
 - ☐ To check and verify data entry in SAP as to ensure data accurately being captured in Monthly Report
 - ☐ Ensure proper routing and accuracy maintain job data, structure personnel info in the system is correct as per approved organization chart.
- Assisting Director HRBP for any meeting involving realignment of organization structure
- Liaison with respective business units, providing HR policy guidance and interpretation when appropriate
- Worked closely with the respective Division & Department Heads to ensure optimal headcounts based on productivity-based resources and annual manpower planning.
- Ensure organization charts and job descriptions are accurate and future positions are budgeted and funded
- Management submission for the business on agreed timeline basis
- Prepare new hire salary recommendations, lateral transfers and promotional recommendations
- Generating offer letters and employment contracts
- Prepare starter packs for new hires and conduct new hire orientation
- Assist in termination issues and conduct exit interviews as well
- To assist and support any other HR operational activities were deemed necessary

Achievements

- Completion of SAP migration project from webe SAP to TM SAP with 100% zero error





PRINCIPAL - HRBP / WEBE DIGITAL SDN BHD

Oct 2014 - Nov 2017

- Provide strategic advice and consultancy to Business leaders on organizational and people related issues such as recruitment, movement, benefits, performance issues, compensation questions, employee relations issues and training opportunities
- Ensure efficient HR processes are established
- Worked closely with the respective Division & Department Heads to ensure optimal headcounts based on productivity-based resources and annual manpower planning.
- Ensure organization charts and job descriptions are accurate and future positions are budgeted and funded
- Support the Director HRBP in recruitment, interviewing and hiring process
- Prepare new hire salary recommendations, lateral transfers and promotional recommendations
- Generating offer letters and employment contracts
- Prepare starter packs for new hires and conduct new hire orientation
- Respond to staff inquiries and requests regarding HR procedures
- Analyze situations, investigate, identify root causes and provide effective and proactive resolution. Responsible and accountable for corrective actions for employee relations issues, complaint and grievances
- Assist in termination issues and conduct exit interviews as well
- Actively involve and participate in business/HR projects to support and ensure deliverable of value adding initiatives to the business goals.
- Fully involved with company audit exercise. (Internal & External)

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SENIOR EXECUTIVE - RECRUITMENT / WEBE DIGITAL SDN BHD

Oct 2013 - Sept 2014

- To be responsible for the whole recruitment process, include recruitment and selection by working with recruitment agencies, online job portal, universities and employee referral program.
- Compilation of staffs and candidate resumes.
- Conduct reference checks and preparing offer letters and all other necessary documents
- Conduct On-boarding/Induction program for new employees.
- Conduct exit interviews and document the necessary captures on the staffs' resignation
- To prepare recruitment report by weekly and monthly
- To coordinate and update organization chart for corporate and project
- Other Ad hoc project assigned.

HR EXECUTIVE / DIMENSION DATA (MALAYSIA) SDN BHD

Oct 2010 - Sep 2013

- Plan and handle overall recruitment process i.e. preparing job description, advertisement, screening, short-listing, interviewing, and handle induction for new employee.
- Prepare correspondence, letters and memos on the personnel matters i.e. appointment letter, confirmation, promotion, increment, resignation, termination, disciplinary action etc.
- To coordinate internal training, HRDF claims, conduct training needs analysis, and tabulation of data
- Manage and schedule staff working hours and activities, monitoring staff attendance, staff leave, staff overtime and attending the enquiries on HR related matters
- Prepare, update and maintain personal files, employee database and HR systems
- Prepare, update and maintain HR report i.e. monthly schedule, overtime report, leave and attendance record, employee movement report, and staff medical claims record etc.





OFFICE ADMINISTRATOR / DIMENSION DATA (MALAYSIA) SDN BHD

Jan 2010 - Sep 2010

- To handle day-to-day office administrative duties in the company.
- To provide general office administration support to ensure smooth running of office operations.
- To manage purchases, supplies and maintain office equipment, stationeries, pantry supplies and requesting for vendor quotations, expediting of purchases and deliveries.
- To manage office cleanliness and environment.
- To relief reception in the absence of the receptionist including lunch hours.
- To manage and coordinate flight and hotel reservations for company.
- Any other duties and responsibilities will be assigned as and when necessary by the immediate superior.
- Other Ad hoc project assigned.

TOUR OPERATION OFFICER / SIME DARBY TRAVEL SDN BHD

Oct 2007 - Dec 2009

- Responsible for maintaining and servicing existing customers ticketing and flight and hotel reservations.
- Prepare packages for inbound and outbound tourists.
- Planning & Coordinate seminar for corporate clients i.e. prepare accommodation, food, function venue & secretariat services (to ensure the smooth flow of the seminar)





**SALES COORDINATOR / SWISS GARDEN RESORT & SPA
KUANTAN**

Apr 2007 - Sept 2007

- Assists the sales manager in marketing process.
- Manages sales activities including supervision of proposals, contracts, direct sales, client relations & related financial result and performance with the assistance of superior.
- Responsible for generating sales orders, delivery orders, invoicing reports and filing.
- Coordination of incoming mails and attending to phone calls

TICKETING & TOUR EXECUTIVE / TIMEKO TRAVEL SDN BHD

Dec 2005 - Mar 2007

- Responsible for maintaining and servicing existing customers ticketing and flight and hotel reservations.
- Prepare packages for inbound and outbound tourists.
- Planning & execution of family day and annual dinner
- Coordinate seminar for corporate clients i.e. prepare accommodation, food, function venue & secretariat services (to ensure the smooth flow of the seminar)
- Organize team building for statutory body, semi government and corporate.
- To deal directly with tourism industry players such as airlines, hotels, restaurants etc in order to fulfill our client's needs and wants.

REFERENCES

NAME	MUKHTAR ISMAIL
TELEPHONE NO.	+019-6036020
POSITION	HRPB
COMPANY	UEM EDGENTA BERHAD

NAME	ZULHISHAM ZULKIFLY
TELEPHONE NO.	+012-200 0900
POSITION	DIRECTOR
COMPANY	TELEKOM MALAYSIA BERHAD (TM)

