



# NURUL JANNAH BIN TI ALYASA GAN

OVERALL EXPERIENCE: 8+ Years experience (Ongoing)  
2 years in Editorial | 5 Years in Human Resource and General Administration (Recruitment, Training, Basic Foreign management, and Payroll) | 2 Years in Operations (Service related such as F&B) | 6 months in marketing

*I'm passionate about the Human Resource career path and open to any opportunities to help grow my experience, knowledge, and skills that relate to HR. Currently interested in Senior roles or Assistant Manager roles.*

## CONTACT

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📞 (+60) 0123473432

✉ nuruljannah.gan@gmail.com

## SKILLS

- Excel Microsoft
- Microsoft Word
- PowerPoint Microsoft
- STOREHUB System
- Sunfish HR SAAS
- Paybun HR System
- VIMIGO
- Rymnet HRMS
- Performance Reviews
- Operation Management
- Hiring and Onboarding
- Department Management
- Talent Management
- Training and Mentoring
- Operational Support
- Outstanding Customer Service
- General Office Administration
- Editorial skills

## CERTIFICATIONS

- Food Handling certified (Year 2021)
- Certificate of Attendance ((MC) Understand the Basics of the Employment Act, 1955 & Employment (Amendment) Act 2022)
- Certificate of Attendance ((MC) Handling Employee Disciplinary, Dismissal and Domestic Inquiry

## EXPERIENCE

### SENIOR HUMAN RESOURCE EXECUTIVE

INTRIX Renewable Sdn Bhd - Kota Damansara, Malaysia

- Team lead of Intrix Talent and Culture Department.
- Oversee and manage Talent Acquisition and Employer Branding to attract and select top talent.
- Develop Employee Engagement strategies to retain high-performing employees and enhance the employer-employee relationship.
- Implement Learning and Development programs to meet business needs.
- Manage payroll and ensure compliance with Laws
- Consult on Organizational Structure for long-term effectiveness.
- Develop Workforce Planning to meet talent needs.
- Manage Employee and Labor Relations, workplace policies, and codes of conduct. Utilize
- Oversee office management and IT management.

### SENIOR HUMAN RESOURCE EXECUTIVE

KK SUPERMART HOLDINGS SDN BHD - Bandar Tasik Selatan, Malaysia

- Led the Recruitment team and reported to HOD of HR
- Lead in pre-screening Executive to Management position roles for all departments
- Attend Career fairs and other career-related events to find more relevant talents to the company
- Create potential connections to universities to secure more capable interns
- Head Hunting potential candidates from hiring sites such as HIREDLY, Indeed, Jobstreet, and LinkedIn
- Designed and updated Human Resource SOP's to current requirements of Employment Law (Latest update: January 2023)
- Created the company employee handbook for company purposes (Latest update: January 2023)
- Lead in Kerjaya Madani project for the company
- Monitor the Rymnet system with HR Operations team and provide backend support (Maintenance, Attendance and registration)
- Lead and Conduct current and future projects to revamp HR

- Procedures)
- Certificate of Attendance LHDH-MEF Seminar 2020 Sharing the Nation's Prosperity
- Certificate of Completion "Interviewing Skills Training (Oxford Thames Academy - 2023)
- School of Communication Star Awards "Best Student Project" (Taylor's School of Communication - 2015)
- Certificate of Achievement "Best Student Project" (Taylor's School of Communication - 2013)
- Certificate of Appreciation "Donate Blood, Saving Lives" (Kementerian Kesihatan Malaysia - 2022)
- Certificate of Appreciation "Donate Blood, Saving Lives" (Kementerian Kesihatan Malaysia - 2023)

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## LANGUAGES

English: C2  
 Proficient

Malay: B2  
 Upper Intermediate

Japanese: B1  
 Intermediate

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## HOBBIES AND INTERESTS

- Gaming and tabletop activities
- Reading
- Role Playing activities
- Singing and Dancing
- Exercising (Cardio workouts and weightlifting)

- Recruitment team
- One to One Sessions (Survey Satisfaction)
- SOP revisions of the recruitment team and Company General HR related SOP's
- Manage the LinkedIn company page with HR Team
- Responsible for hiring management and executive roles for the company and its subsidiaries
- Conduct orientations for new joiners (Executive and Management roles)
- Attend with Recruitment team to Career fairs on behalf of the company.

### *HEAD OF TALENT (Promoted)*

PUSTAKA CHIEW SDN BHD - Kuala Lumpur, Malaysia

- 06/2021 - 09/2022
- Developed the employee handbook for company use (Latest update: January 2023)
  - Lead the HR department
  - Manages the company systems such as GreatDay HR and Vimigo
  - Lead recruiter
  - Manage payrolls for all 15 branches
  - At least 300 manpower managed
  - Keep track of staff attendance and report any anomalies of staff behaviour
  - Manage and update HR data of the company
  - Lead on training for the FOH team and any roles required by the company to conduct and develop training regimens
  - Lead on Orientation reporting and keeping close contact with trainers and interns on their progression
  - Monthly reports and updates on HR department status and activities for the company
  - Work closely with the Director of all branches on staff issues and updates
  - Create new administration and employee related documents for company use (Such as Memos, Borrower's form, Employee handbook, Internship report, etc) (All are currently in use).

### *ADMINISTRATIVE ASSISTANT (HR)*

PUSTAKA CHIEW SDN BHD (BANGSAR HQ) - Kuala Lumpur, Malaysia

- 04/2021 - 05/2021
- Develop revise contracts such as Offer Letters, Confirmation letters, Revision Letters, Transfer Contracts and Deference Contracts (Latest update: January 2023)
  - Greeted visitors and appropriately directed to designated areas.
  - Handled client correspondence and internal communications in professional manner.
  - Performed administrative tasks, document management and report development for inter-departmental use.
  - Organised and stored hardcopy files.
  - Managed information on company databases for different organisational activities to track history and safeguard accurate information.

### *HUMAN RESOURCE CUM GENERAL ADMINISTRATION*

COR BLIMEY (SUBANG JAYA) SDN BHD - Subang Jaya, Malaysia

- 12/2017 - 03/2021
- Manage human resources as the lead person
  - General administrator
  - Monitor finance usage of the company such as small change, supplier payment, monitoring bank health and staff salary payment
  - Government Compliance Officer
  - Researched on methods to improve the human resource department
  - Registered potential collaborators on behalf of the company
  - PIC for customer registrations into the company POS system (Loyalty membership registration)
  - Outlet Manager (Manage daily operations for 3 outlets depending on schedule - Lead FOH)
  - Monitor on staff training and progression
  - Staff morale is cared in a positive manner
  - Assist in finance administration.

*ASSISTANT COMMISSIONING EDITOR (HIGHER EDUCATION)*  
 OXFORD FAJAR SDN BHD

- 11/2015 - 11/2017
- Identify potential authors to write educational textbooks relating to latest core syllabuses
  - Maintain good relationship with authors
  - Identify potential reviewers to review manuscripts written by authors hired by Oxford Fajar
  - Manage and identify potential titles which are core subjects to local universities
  - Travelled around Malaysia to conduct market research
  - Collaborate with the sales department and identify potential products to publish
  - Published educational title for Hospitality Department 'Fundamentals of Food and Beverage Operations'
  - Handled over 50 projects in a year.

*INTERN*

MBG FRUITS SDN BHD - Petaling Jaya, Malaysia

- 12/2014 - 03/2015
- Provide minor designing ideas for new products called "Salad Bar"
  - Provided ideas for marketing purposes (Product names and taglines)
  - Improved and optimised promotional materials
  - Update and improve the online details of the company

*INTERN*

PAT-LIN COMMUNICATIONS SDN BHD (PLC) - Petaling Jaya, Malaysia

- 04/2013 - 06/2013
- Media monitor on products that are connected to Pat-Lin Communications such as Boh Tea and Mary Chia products
  - Obtain any information on Pat-Lin Communications involvement in the media such as from newspapers, magazines, or the Internet.
  - Calculate the amount of media that has covered news related to Pat-Lin Communications
  - Assist in compiling the Media Kit for events
  - Taking calls from the Media

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## EDUCATION

2015

Bachelor of Mass Communication (Honours) (Public Relations & Marketing) with Second Class Lower Honours  
Taylor's University - Selangor

08/2015

Diploma of Higher Education Communication with Merit  
Taylors University - Malaysia  
GPA: 2.85

03/2015

Bachelor of Arts Journalism and Public Relations  
University of the West of England Bristol - Bristol, England  
GPA: 2.75

01/2010

SPM

Sekolah Menengah Seksyen 27 - Selangor