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| LIM TSZE SWEE GRP, FLMIProfile Human resources with experience in rewards and developing HRIS module, learning mindset and passion for continuous upskilling Contact MOBILE  012-7821252  EMAIL:  limtszeswee@gmail.com Hobbies Chinese calligraphy  Jogging |  | EDUCATIONCertification of Global Remuneration Professional, Worldatwork, 2014Diploma in HR & IR, FMM Institute of Manufacturing, 2011  * **Bachelor of Business Administration, University of Malaya, 2000** * **Fellow, Life Management Institute, Life Office Management Association, 2020**  WORK EXPERIENCEAIA Berhad, Recognition & Rewards, Principal Develop and implement compensation and benefits packages to attract and retain employees.  **Aug 2022 –Present**   * analyzing employee compensation data * researching industry trends, conducting market surveys * evaluating the effectiveness of existing rewards programs * work closely with HRBP to ensure organization is providing fair rewards package * Create and update policies and procedures related to compensation and benefits * Conduct Job evaluation for new position with Mercer IPE methodology * Lead Annual Compensation Cycle – increment matrix, Workday process  Manulife Insurance Berhad, Rewards Lead Develop and implement reward strategies aligned with the company's goals and objectives, monitoring salary structure and benefits, ensuring all benefit packages are legally compliant, communicating changes to stakeholders and employees.  Oct 2014 – Aug 2022  • 2014 WorkDay Annual Compensation Cycle (ACC) rollout  • 2015 Enhance GHS plan, Child Care Leave, maternity assistance  • 2017 Asia UAT Test Lead  • 2018 Outpatient limit standardization across company  • 2019 Third Party Administrator for employee benefit administration  • 2020 Employee benefits Roadmap for new office in Myanmar  • 2021 Transfer inhouse pension scheme to EPF; All in OT Pay; Interim Flexi Benefit Program; Global Grade Implementation: Volunteer Leave  • 2022 Flexible Spending Account; Mental Illness Treatment covered under outpatient Great Eastern Life, Compensation & Benefits Assistant Manager Jan 2010 – Oct 2014  • Leads HRMS implementation, execute Oracle HR configuration and change, and provides support and guide to HR users and end users  • Preparing salary surveys and supporting job evaluation for benchmarking activities  •Manage the annual bonus and salary review process TGV Cinemas, HR & Administration Executive Jun 2007 – Dec 2009 Yakult Malaysia, HR & General Affair Executive Mar 2006 – May 2007 BSA Manufacturing, Asst HR Manager Sep 2000 – Mar 2006 **SKILLS** • HRIS - Workday/ Oracle/ SAP  • Project/change/ process management  • Malaysia Labour Laws |