



YAHUDAR LAHANG

TAMAN VISTA PERDANA,
BANDAR BARU PERMY JAYA,
98000 MIRI, SARAWAK

Contact No. : 014-599 2995
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Objective: To advance my career by securing a managerial position in Human Resources, where I can leverage my extensive knowledge and experience to drive organizational success and contribute to strategic HR initiatives.

PERSONAL DETAILS

Date of Birth : 24 April 1981
Age : 43 years old
Race : Kayan
Marital Status : Married (3 children)
Availability : 3 months' notice
Expected salary : RM 10,500.00 (Negotiable)

EDUCATION BACKGROUND

Work Based Diploma in Management

Malaysian Institute of Management & Australia-wide Business Training Pty Ltd
Graduated year 2017

Bachelor Science (Human Resources Development)

Result: CGPA 3.536 (Second Class Upper Honors)
Universiti Putra Malaysia, Serdang
Graduated year 2004

Sijil Tinggi Pelajaran Malaysia (STPM) - Result: 3A 1D

Malaysian University English Test (MUET) - Result: Band 4
SMK Lutong, Miri
Graduated year 2000

Sijil Pelajaran Malaysia (SPM) - Result: Grade 1, Aggregate 12

SMK Luar Bandar Miri
Graduated year 1998

EMPLOYMENT BACKGROUND

Samling Group of Companies

16th December 2005 – Present

Samling Management Services Sdn Bhd

1st October 2013 – Present

Location: Wisma Samling, Miri (Headquarters)

HR Manager (Promoted on 1st July 2024)

Assistant HR Manager (Promoted on 1st July 2019)

Key Responsibilities:

- Implement HR strategies for Sarawak operations, including staff benefits, compensation, talent acquisition, employment processing, welfare, health benefits, training, and record management.
- Assist in preparing the manpower budget for the financial year, including Capital Expenditure (Capex) planning for HR related matter
- Manage a team of HR Executives, HR Assistants, and Clerks, providing coaching, guidance, and mentoring.
- Oversee Human Resource Development Corporation fund matters, including registration, deregistration, grants application, and claims.
- Contribute to HR policy formulation, implementation, and review.
- Manage payroll operations to ensure accuracy and timely disbursement.
- Set up payroll systems for new group establishments.
- Recruit local candidates through job fairs, advertisements, and interviews.
- Prepare data and documentation in compliance with Malaysian Criteria and Indicators for Sustainable Forest Management (MC&I SFM) standards and sustainability programs.
- Handle calculations and documentation for retrenchment exercises.

Samling Plywood (Bintulu) Sdn Bhd

1st October 2010 – 30th September 2013

Location: Veneer Operation Centre, Kuala Baram, Miri

Senior Personnel & Administration Executive (Promoted on 1st July 2012)

Key Responsibilities:

- Managed HR, administration, security, safety, and health for two veneer mills in Ulu Baram and four dormant factories across Miri, Ulu Baram, Lana, and Sibu.
- Oversaw day-to-day HR and administrative operations, including employee management, payroll administration, compensation, benefits, talent acquisition, staffing, and training.
- Prepared manpower budgets, recruitment plans, and turnover reports.
- Recruited local and Indonesian manpower.
- Managed monthly payroll for 1,300–1,500 workers, including cash salary dispatch and distribution.
- Controlled employee turnover, verified overtime, expense claims, leave applications, and benefits.

- Managed employment contracts, levies, and passport renewals and repatriations.
- Processed licenses and insurance renewals for mills, machinery, and vehicles.
- Handled disciplinary cases, liaised with government agencies, and coordinated sports and recreational activities.
- Served as a steering committee member for the 5S project.

Samling Plywood (Bintulu) Sdn Bhd

1st September 2009 – 30th September 2010

Location: Tebanyi Veneer Mill, Ulu Baram

Personnel & Administration Executive

Key Responsibilities:

- Managed HR, administration, security, safety, and health matters for the factory.
- Assisted in preparing manpower budgets and planning.
- Handled monthly cash payroll dispatch and distribution.
- Monitored employee attendance, overtime verification, expense claims, leave applications, and benefits.
- Oversaw employment contracts, levies, and passport renewals.
- Monitored licenses and permits for mills, machinery, and vehicles.
- Managed disciplinary cases and liaised with government agencies.
- Oversaw civil maintenance, food rations, clinic services, security, transportation, welfare, and recreational activities.

Samling Plywood (Baramas) Sdn Bhd

16th December 2005 – 1st September 2009

Location: Layun Veneer Mill, Ulu Baram

Personnel & Administration Executive

Key Responsibilities:

- Managed HR, administration, security, safety, and health matters for the factory.
- Assisted in preparing manpower budgets and planning.
- Handled monthly cash payroll dispatch and distribution.
- Monitored employee attendance, overtime verification, expense claims, leave applications, and benefits.
- Oversaw employment contracts, levies, and passport renewals.
- Monitored licenses and permits for mills, machinery, and vehicles.
- Managed disciplinary cases and liaised with government agencies.
- Oversaw civil maintenance, food rations, clinic services, security, transportation, welfare, and recreational activities.

Ngju Kee (Hyper) Sdn Bhd, Miri
Supervisor (Cash Operation)
26th November 2004 – 17th July 2005

Key Responsibilities:

- Managed daily cash float and sales collections.
- Prepared daily cash flow and sales reports.
- Arranged duty rosters and ensured adequate counter staff.
- Conducted ongoing training for cashiers and customer service staff.

Ngju Kee (Miri) Sdn Bhd, Miri
1st April 2004 – 25th November 2004
Operation Supervisor (Sports Wear & Equipment)

Key Responsibilities:

- Planned sales strategies and coordinated sales activities.
- Prepared weekly department sales reports.
- Reported operational issues to management.
- Verified monthly consignment reports and conducted stock checks.
- Evaluated sales performance and ensured appropriate stock levels.
- Maintained records of sales reports, orders, goods received, returns, and invoices.
- Liaised with suppliers and buyers.
- Managed duty rosters and floor staff.

SKILLS & TRAITS

Language/Communication (Oral & Written):

- Advance fluency in Bahasa Malaysia, Bahasa Iban, Kayan and Melayu Sarawak
- Moderate Fluency in English

Computer Skills:

- Competence with Microsoft Words mail merge function and Microsoft Excel formulas

Traits:

- Strong time management and organizational skills
- Committed and loyal
- Attention to details

TRAINING & COURSE

- Emerging Leaders by Humangement Development Consulting
- Training Needs Analysis by HRDC
- e-Invoicing for HR: Impact on HR transactions and employment benefits
- Amendments to the Employment Act 1955 (2022) & Managing Misconduct and Domestic Inquiry by GEM Consultant
- Workshop on What Must Employers Do to Win Dismissal Cases at the Industrial Court by MEF Academy
- MEF - ILO Workshop on Violence and Harassment in the World of Work
- OGSP course by NIOSH
- NIOSH -Site Safety Supervisor Competency Exam
- ISO9001:2015 Documentation Upgrading with Risk Based Thinking Approach
- ISO9001:2015 Internal Quality Auditing,
- ISO9001:2015 Interpretation & Implementing
- Site Safety Supervisor Programme by People & Skills Institute of Training & Development
- Safe Handling of Chemical at Workplace Under USECHH Regulations 2000
- LHDNM-MEF Seminar 2015: Implementation of Monthly Tax Deduction as Final Tax
- Understanding Changes in Malaysian Employment Legislation & Policies
- Seminar Transformasi Upah Melalui Sistem Upah yang Dikaitkan Dengan Produktiviti by Industrial Relation Dept, Sarawak
- Occupational Safety and Health at Workplace & Act 1994 Seminar PERKESO 2013, Pindaan Akta : Perluasan Had Umur Di Bawah Skim Pencen Ilat dan Program Saringan Kesihatan by PERKESO
- Hazard Identification, Risk Assessment & Risk Control (HIRARC) For Program Latihan 1 Malaysia by NIOSH
- Awareness/Introduction to OSHAS 18001:2007 & MS 1722:2005 –NIOSH
- 5S Awareness – SQC Consulting Group
- Kursus Obligasi Majikan & Akta KWSP

CO-CURRICULAR ACTIVITIES

Leadership (University)

- Director, Hi-dinner for College's Rugby Club – 2001/2002
- Deputy Chairman, College's Mentor-mentee Board – 2001/2002
- Vice Treasury, College's Secretariat of Public Relation– 2001/2002
- Unit head, College's Secretariat of Alumni – 2003/2004
- Faculty Club Chairman, College's Secretariat of Academic - 2002/2003
- Committee member, Inter-varsity Debate competition – 2002/2003
- Vice Chairman of Sport & Recreational Unit of JPPPL – 2001-2002

Sports (University)

- Inter-college Rugby tournament – 2001-2004
- Inter-college Cross-campus sports carnival– 2001-2004
- College track & field sports carnival– 2001-2004

AWARDS

- UPM Vice Chancellor Award – year 2004
- *Sijil Kepujian Pengetua Kolej* – semester Nov 2002/2003, May 2003-2004
- Dean List – semester Nov 2002/2003, May 2003/2004, Nov 2003/2004
- 5-star Discipline Award, SMK Lutong – year 2000
- STPM best result, SMK Lutong –year 2000
- Form Six Best Student, SMK Lutong – year 2000
- 1998 SPM's Excellent result by Sarawak Foundation

REFERENCES

Mr. Jason Chieng
Assistant General Manager (HR)
Samling Management Services Sdn Bhd
Tel: 085 – 413099 ext. 339

Mr. Hardy Rose Clement
Safety Manager
Samling Management Services Sdn Bhd
Tel: 085 – 413099 ext. 298