



Suriyati Sanuddin

Kuala Lumpur

About me:

An HR professional who is skilled and experienced in Talent Management & Acquisition, Learning & Development, Employee Relations & Engagement, Employer Branding, Project/Event Management & Coordination as well as Office Management & Administration. With a demonstrated history of working in various industries such as financial institutions, chemical, plantation, investment management, engineering consultancy and renewable energy.

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EDUCATION:

- Bachelor of Business Administration (Hons) Majoring Human Resource Management (Open University Malaysia)
- Diploma in Executive Secretaryship (Universiti Technology Mara)

SKILLS:

- ✓ Head Hunting
- ✓ Talent Selection
- ✓ Employer Branding
- ✓ Project Management
- ✓ Negotiation
- ✓ Communication – written & spoken
- ✓ Problem Solving & Decision Making
- ✓ Time Management

HR Softwares:

- ✓ HReasily
- ✓ Workday
- ✓ LinkedIn Recruiter

LANGUAGES:

- B.Malaysia – Native
- B. Inggeris – Professional proficiency

EXPERIENCE:

Progressture Power Sdn. Bhd (June 2021 – current)

Manager, Human Resources

- Talent Management & Acquisition; work closely with HOD on manpower planning, hiring budget, end-to-end process of recruitment including on-boarding & off-boarding.
- Lead a team of recruiters to drive successful hiring processes, plan & strategies recruitment methodology especially for mass hiring, mentor & guide the team to improve hiring practices.
- Act as HRBP, to support the business needs in areas of such as effective organization structure, succession planning etc.
- Lead & drive the full cycle of performance management process.
- KPI setting; work closely with HODs to develop, implement and assess achievement.
- Learning & Development; conduct TNA, plan & develop training calendar, training budget, enrolment, HRDC grant application, ROI etc.
- Custodian of Job Description; develop, review and revise.
- Build and develop the relationship with key Colleges/Universities, build candidate pipeline and build visibility of the Company brand as a preferred employer.
- Participate in career fairs and employer branding activities.
- Plan, coordinate & organize employee engagement activities.
- Work closely with the Management to review and revise Company's policies, SOPs, Employee Handbook etc.
- Manage & maintain employee records & HR database;

Minconsult Sdn. Bhd. (Sept 2019 – Dec 2020)

Recruitment Team Lead

- Talent Management & Acquisition
- End to end process of recruitment including onboarding & offboarding.
- Partnering with Hiring Manager in identifying qualified candidates as well as providing advice and consultation to Hiring Manager regarding talent retention and acquisition.
- Ensure all recruiting practices comply with the applicable practices, both internal and external including monitoring and managing within the approved budget;
- Proactive in identifying suitable incumbent in the market for the Company's talent pipeline and critical positions. Close contact with Board of Engineers Malaysia to ensure that talents are professionally registered, in order to fulfill the Company's requirement and to maintain the Company's standard.
- Prepare and present report to Management on hiring progress status and staff confirmation status.

- Coordinate end to end process of staff confirmation (HQ & Site).
- Coordinate end to end process of site staff contract extension and/or cessation, staff transfer and assignment, resignation, redesignation etc.
- Coordinate payment process of retention salary for site staff upon completion of contract.
- Employee Engagement
 - Coordinate employee engagement satisfaction survey.
 - Coordinate and organize staff activities (collaborate with Sport Recreation Club).
- Projects Undertaken;
 - Review and revise staff handbook
 - Review and revise recruitment SOP
 - Review and revise staff confirmation SOP
 - Review and revise LOA format (site staff)

Sime Darby Plantation Berhad (July 2017 – July 2019)

Senior Executive, Practice Management

Sime Darby Holdings Berhad (July 2011 – June 2017)

Senior Executive, Human Capital Development

- Talent Management & Acquisition; end to end recruitment process up to onboarding & offboarding
- Staff Performance Management; Confirmation assessment, yearly performance appraisal etc.
- Learning & Development; TNA, Training Annual Budget & Calendar, training enrolment etc.
- Employee Engagement & Communication; Conduct staff activities, annual Customer Satisfaction Survey etc.
- Projects Undertaken; coordinating and managing
 - ✓ Secondment program (intra department rotation)
 - ✓ Internal Rotation program (between sections/units)
 - ✓ MTP program
 - ✓ Intern program
 - ✓ SL1M program

Chemical Company of M'sia Bhd (May 2008 - June 2011)

Admin. Executive, Internal Audit Department

Affin Investment Bank Berhad (April 1994 – April 2008)

Senior Secretary, Internal Audit Department

T.Tharu & Associates (Dec 1993 – March 1994)

Junior Secretary