

JOAN EMELIA JOMINUL

Tuaran  joanemelia2585@gmail.com  014-9988085

Summary

Highly experienced HR professional with over 10 years in diverse industries, including retail, government-linked companies, government agencies, education, and construction.

Professional Experience

HR and Admin, Manager Oct 2023- Current

China Communications Construction Company (M) Sdn Bhd Kota Kinabalu

- Leading department for HR, Admin, IT and Document Control
- Full involved in the hiring and recruitment process
- To recruit 363 protege according to project requirements from the government
- Provide supervision, mentorship, and evaluations for Protege and Interns
- Processed payroll for 100 employees (local staff, foreign staff and Proteges), managing calculations, compliance, and reporting using *Payroll Panda*, while addressing employee inquiries.
- Conduct salary surveys and analysis to ensure competitiveness
- Employee relations matters including responding to employee inquiries and concerns
- Provide necessary HR-related data to relevant authorities and regulatory bodies.

HR and Admin, Assistant Manager Apr 2023- Oct 2023

Elevate Academy of Technology and Innovation Kota Kinabalu

- Successfully developed a new SOP for the HR and admin department and implemented it within the company
- Oversee the recruitment and selection process to attract and hire qualified candidates.
- Managed 'Co-Working Space' operations, including arranging activities and handling marketing efforts.
- Prepare the annual review and revisions of the HRA operational handbook.
- Handle confidential information with discretion, ensuring adherence to the Company's policies and regulations.
- Provide supervision, mentorship, and evaluations for interns and practical students.
- Provide necessary HR-related data to relevant authorities and regulatory bodies.

People Operation cum Administration, Head Jan2021- Apr 2023

Sabah Creative Economy and Innovation Centre (SCENIC) Kota Kinabalu

- To represent SCENIC at the Mesyuarat Majlis Tertinggi meeting at the Ministry of Science, Technology, and Innovation, Sabah.
- To oversee the entire process of setting up the centre, from the initial renovation phase to the official launch
- Successfully developed a comprehensive 'Scenic Playbook' or Employee Handbook, as well as detailed Standard Operating Procedures (SOPs) for the company
- Leading the HR and Admin Department
- To oversee the entire process of setting up the Digital IOT Sandbox Sabah, from the initial renovation phase to the official launch
- Processed payroll for 20 employees, managing calculations, compliance, and reporting using Payroll Panda, while addressing employee inquiries.
- Oversee office facilities and space utilisation, including maintenance, security and workplace safety.
- Support the GM in managing Domestic Inquiries (DI) and handling disciplinary matters.

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Highly experienced HR professional with over 10 years in diverse industries, including retail, government-linked companies, government agencies, education, and construction.

- Oversee the Company's training programs and ensure compliance with industry standards.
- Provide supervision, mentorship, and evaluations for interns and practical students.

HR, Senior Executive

Oct 2013- Dec 2020

K.K.I.P Sdn Bhd

Kota Kinabalu

- Assist with the day-to-day HR operations
- Prepare HR related documents, such as employment contracts, coordination of employee onboarding and offboarding process, recruitments,
- Processed payroll for 100 employees (parental and subsidiaries), managing calculations, compliance, and reporting using *SQL Payroll*, while addressing employee inquiries.
- Assist in drafting proposal documents and reports for meetings.
- Aid in updating Human Resource policies and procedures as needed.
- Manage issues related to the Company's insurance policies.

Admin cum HR, Senior Clerk

July 2010- Sept 2013

Milimewa Superstore Sdn Bhd

Tuaran

- Maintain accurate and up-to-date employee records
- Process and prepare HR related documents such as employment contract and internal memos
- Assist in coordinating the recruitment process, including posting job vacancies and scheduling interview
- Respond to employee inquiries related to HR policies, benefits and general HR matters.
- Payroll administration

Education

Bachelor of Human Resources Management

Open University Malaysia(OUM)

- CGPA 3.37

Skills

- Leadership and Management
- Employee Relations
- Communications Skills
- Knowledge of Labor Laws and Regulations
- Empathy
- Payroll Processing- PayrollPanda, SQL Payroll

Projects

- KKIP Sdn Bhd Open Day
- Leading of Launching for Sabah Creative Economy and Innovation Centre (SCENIC) building
- Project Director for Digital IOT Sandbox Sabah

Achievements

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- | | |
|-----------------------------------|---------------------|
| • Best Employee (2 times) | <i>KKIP Sdn Bhd</i> |
| • Most Emphatic Colleague Award | <i>SCENIC</i> |
| • Judges of Tawau Maker Fair 2022 | <i>SCENIC</i> |

Training

- Professional Development
- Employer Responsibility & Protection Under Labour Ordinance
- How To Manage Misconduct at Workplace & Further Understanding On Latest Regulations and Benefits Under SOCSO
- Social Media Marketing
- Introduction of Project Execution with Google
- Critical Thinking Skills for Professional