

IMAN LISSA SHAFIQA BINTI ZAINAL ARIFF

HUMAN RESOURCE | RECRUITMENT | EMPLOYEE ENGAGEMENT | TRAINING



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About Me

Energetic, teachable and a self starter with good interpersonal and presentation skills. I am seeking career and leadership growth fast paced company especially on Human Resource Department

Experience

Rurutiki Sdn Bhd March (2024-Current)

Senior Human Resource Executive (Recruitment | Training)

- Collaborate with hiring managers to understand staffing needs and develop comprehensive job descriptions.
- Source, screen, and interview potential candidates to assess their qualifications and fit for the role.
- Utilize various recruiting channels, including job boards, social media, and professional networks, to attract a diverse pool of candidates.
- Collaborate with the HR team to onboard new hires and facilitate a smooth transition into the organization.
- To execute Training & Development administration (registration, payments, HRDC grant application & claim processing, etc.)
- Conducted internal staff training sessions, including employee handbook briefings, and represented the company in career talks at UiTM, providing students with insights into the company's profile.
- Updated the training tracker regularly to ensure accurate records of all completed and upcoming training sessions.
- Coordinated with external training providers for various programs such as Occupational Safety and Health (OSH), Tax Summit, and Communication Skills training.
- Organized and prepared training venues, including setting up attendance forms/QR codes and ensuring food arrangements for participants.

Theta Edge Berhad (March 2022-March 2024)

Human Capital Executive (Talent Acquisition | Employee Engagement)

- Identified future hiring needs and mass hiring for Telco's staffs.
- Managed end-to-end recruitment process, ranging from sourcing, phone screening, coordinating interviews, job offering to onboarding and exit.
- Attracted suitable candidates through LinkedIn, Jobstreet, Indeed. Proposed salary proposal to Head of HR/MD upon submitting candidate offer letter.
- Conducted exit interview to figure out on the reasons why employees are leaving and how to improve retention rate.
- Performed background checking, arrange medical checkup for new joiner and compile employee data.
- Plan and organize internal HR activities and outings such as team building, HR townhall, festive seasons events.
- Prepare onboarding kit, welcome speech, office tour for new joiners.

- Assist engagement and culture team in employee engagement initiatives and events.
- Assisted in applying for grants through the e-TRiS platform, ensuring that all required documents and employee details were accurate and complete.

Theta Edge Berhad (March 2022-March 2024)
(HR Analyst | Recruitment Assistant)

- Determined appropriateness and amount of workers claims for Indonesian, Singapore company.
- Run system testing on SAP HR, SAP HCQ, SAP HCD, Workday, Fiori and Nexus to smoothen the process of the system.
- Performed claims verification day-to-day transaction processing and ensuring delivery quality in terms of accuracy, completeness and timeliness on a daily basis.
- Responsible for managing, reviewing, and approving legal referrals to ensure consistency with established SOP's provided by BG.
- Transactional back-end processing performing data entry into SAP system for employee's personal details.
- Data entry to be done when there are Employee Movements, e.g. new hires, transfers, terminations and etc.
- Involves working on excel sheets and data entry into Workday and SAP System.
- Screen resumes, conduct interviews, and assess candidates to ensure a good fit with organizational culture and job requirements.
- Perform pre-screening calls to analyze applicants' abilities.
- Conducted phone or initial screening interviews to evaluate candidates' technical skills, experience, and cultural fit with the organization .
- To ensure staffs personal file are in order and accurate.

Education

2017-2019
UiTM Puncak Alam Bachelor of Human Resource Management

2014-2016
KPTM Bangi Diploma in Business Studies

Achievement

- Collabrated with UiTM for event and career talk (2024)
- Implement onboarding day for New Joiners (2024)
- Completed data migration from HR2000 to Orisoft System (2023)
- Coordinate project to relocate Theta Edge Berhad HQ office (2022)
- Committee for Data migration
- Project lead for Raya Event at Averis Sdn Bhd for 600 employees (2021)
- Committees of Protocol Bureau for forum The Future of Working Millenial during bachelor year (2018)
- Project lead for the Largest Independence Flag Shirt Replica Program (Listed in Malaysian Book of Record)(2016)

Language

Malay 
English 

Expertise

- Adobe PDF
- Microsoft Excel, Words Powerpoint
- UnifyTime (Orisoft)
- HR2000
- SAP(HCD,HCQ, HCP)
- Workday
- Public Speaking