

# NURUL HUSNA BINTI ABD RAHIM

Passionate, dedicated Talent Acquisition practitioner committed to sourcing top talent, fostering meaningful connections, and driving organizational success. Experienced in various industries – manufacturing, automotive, BPO and corporate services of edible oils & fats.

## CONTACT

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## TECHNICAL SKILLS

Microsoft Office  
Taleo  
Hirevue  
Cocubes  
Rosetta Stone  
Hogan Assessment  
Smart Scheduling  
Jobstreet  
Workday  
LinkedIn

## LANGUAGE

Malay (Native)  
English (Fluent/Bilingual)

## WORK EXPERIENCE

### SD Guthrie International (Previously known as Sime Darby Oils) – Assistant Manager, Talent Acquisition

September 2023 – December 2024

- Responsible for end-to-end recruitment process for SD Guthrie International across regions (Malaysia - Head Office & refineries, Indonesia, Singapore, Europe, North America, South Africa and Papua New Guinea).
- Streamlining the recruitment process for SD Guthrie International across the APAC region.
- Create & standardize the recruitment process flow and LOA for reference.
- Assist & guide on the recruitment process for SD Guthrie International in Thailand & Indonesia.
- Guide and coach HRBP SD Guthrie International refineries on recruitment process.
- Conduct initial screening before resume sharing with hiring managers.
- Responsible for hiring including interviewing roles at various levels (from executive to vice president) for engineering and corporate business functions – e.g. strategy & business development, finance, sales and operation planning, trading, supply chain and transformation.
- Conduct & interpret the psychometric tests and results (Hogan Assessment) for shortlisted candidates.
- Accountable for stakeholder management across levels and locations.
- Create & present monthly recruitment report for SD Guthrie International APAC.
- Leverage on system analytics & dashboards to provide market insight and optimize hiring strategies.
- Create a job advertisement template for standardization across SD Guthrie International APAC.
- Participate in strategic discussion & meeting for HR process enhancement.
- Provide recruitment insight for Workday enhancement.
- Initiate and collaborate with internal & external parties on company branding campaigns and events including university/campus engagements.
- Represent the company in career fair events.
- Manage personal and corporate branding on social media (LinkedIn).
- Host university field trip to the refinery.
- Ensure smooth onboarding for new joiners.
- Conduct pre and post-onboarding communication with new joiners.
- Provide input to SD Guthrie International Rewards for competitive salary package.
- Guide & supervise colleagues across HR functions on recruitment related matters.
- Responsible for SD Guthrie International protégé hiring.

### **Accenture – Recruiting Senior Analyst**

April 2019 – July 2023

- Responsible for end-to-end recruitment process.
- Responsible for local and expatriate hiring (e.g. Human Resource (HR), Finance & Accounting, Supply Chain and Procurement, E-commerce, Copywriting, Content Moderator, Customer Service, Team Leader, Information Technology (IT), Helpdesk) at various levels.
- Actively involved with creative recruitment solutions.
- Collaborate with NGO and universities (local & foreign) in building up a continuous pipeline.
- Build and sustain good relationships with external parties.
- Represent the company in career fair events – local and abroad.
- Leverage various recruitment channels (local & foreign) for active and inactive sourcing (e.g. Career Marketplace, Internal Referrals, LinkedIn, Jobstreet, Ricebowl, Social Media).
- Provide market insight on the talent pool to hiring managers, business partners & HR Rewards.
- Provide advice on recruitment solutions that best-fit business priorities.
- Responsible for understanding employment pass (EP) challenges and providing advice to business partners.
- Provide timely updates and reports on recruitment progress to business partners.
- Step up as the recruitment team representative during the absence of the team lead.
- Attend weekly, ad-hoc meetings with business partners.
- Ensure pre-onboarding requirements are completed before onboarding.
- Conduct pre and post-onboarding communication with new joiners.
- Champion/advocate for automation tool (involve with UAT and provide insight for enhancement, provide tool training for recruiters) – Smart Scheduling, HR Buddy, Workday.
- Champion for Referral Helpdesk for Malaysia Delivery Centre.
- Champion for interview assessments (language and skill).
- Ensure assessments are being compliance as per global direction.
- Collaborate with colleagues and representatives across functions for recruitment and HR events.
- Conduct HR engagement for Malaysia Delivery Centre.
- Speaker for HR Roadshow events – share internal job opportunities and referral program with Malaysia Delivery Centre employees.
- Involve with redeployment internal communication; finding new opportunities and manage expectation.
- Responsible for guiding and supervising juniors on the recruitment process and tasks.

\*Started as Recruiting Analyst and promoted to Senior Recruiting Analyst

### **Hap Seng Star Sdn Bhd – HR Executive**

June 2017 – March 2019

- Responsible for end-to-end recruitment process.
- Responsible for technical and non-technical roles (e.g. Assistant Manager, Sales and Aftersales, Customer Service, Technicians, Driver, Finance & Accounting).
- Leverage various recruitment channels for sourcing.
- Conduct hiring interviews.
- Provide HR insights to hiring managers.
- Responsible for authorities and work reference checks.

- Collect, monitor and record employees' work performance and achievement.
- Conduct industrial relations investigations.
- Perform disciplinary action (serving letters).
- Responsible for updating & monitoring completion of CSA & CSC training and development as per the principal's (Mercedes Benz) requirement.
- Participate in roadshows and conduct live interviews.
- Responsible for employee engagement activities.
- Committee for Company's Family Day and Festive Celebrations.
- Work closely with branch and operational leads.
- Conduct exit interviews.
- Provide insight and employee feedback for process improvement.

#### **NXP Semiconductors – Talent Acquisition Coordinator**

February 2015 – March 2017

- Responsible for end-to-end recruitment process.
- Responsible for direct and indirect labor, technical and non-technical hiring (e.g. Engineer, Technician, Operator, Finance & Accounting).
- Conduct interview assessments.
- Ensure background check screening and report are completed for upcoming new joiners.
- Collect pre-onboarding document.
- Conduct the new joiner orientation.
- Conduct the new joiner office tour.
- Conduct briefing on benefit entitlement.
- Coordinate employee engagement activities.

## **EDUCATION**

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#### **Universiti Teknologi Mara, Shah Alam, Selangor**

September 2011 – November 2013,

Bachelor of Administrative Science (Honours)

CGPA 3.45

#### **Universiti Teknologi Mara, Alor Gajah, Melaka**

July 2008 – October 2011,

Diploma in Public Administration

CGPA 3.44