

PERSONAL DETAILS

Name : Chew Jian Hong
Gender : Male
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Email address : chewjianhong@hotmail.com
Language proficiency : Written - English, Malay, Mandarin
Verbal - English, Malay, Mandarin, Cantonese

EDUCATION BACKGROUND

Institution : University Tunku Abdul Rahman
Course : Bachelor in Social Science (Honours) Psychology
Year of completion : 2015
CGPA/Grade : 3.67/Distinction

SUMMARY

Talent Acquisition professional with over 10 years of experience in external recruitment agencies and in-house recruitment setting, capable of recruiting talents across various industries and manage a team of recruiters.

WORK EXPERIENCE

Company : Infosys Limited
Position : Talent Acquisition Assistant Manager
Duration : November 2021 to present

Job Responsibilities :

- Oversee and manage a team of 6 recruiters covering recruitment for Malaysia, Indonesia, Philippines, Cambodia, Myanmar and Vietnam entities.
- Drive recruitment strategies within the Talent Acquisition team.
- Collaborate with internal & external stakeholders to fulfil hiring needs.
- Provide recommendations on recruitment best practices.
- Ensure the Talent Acquisition team is meeting SLA and target.
- Review and report key Talent Acquisition metrics, i.e. Time to Hire, Time to Fill, Source of Hire, etc.
- Provide training and guidance to recruiters on ATS (Workday), CRM (Phenom) and recruitment platform (LinkedIn Recruiter, LinkedIn Talent Insights, etc) matters.

Company : Eco-Shop Marketing Sdn Bhd
Position : Assistant Manager, Talent Acquisition & Branding
Duration : April 2021 to November 2021
Reason for leaving : To gain regional recruitment exposure

Job Responsibilities :

- Oversee and manage recruitment team & foreign worker management team.
- Develop and implement recruitment SOP & process flow.
- Establish collaboration with government agencies, universities and other related stakeholders for talent acquisition & branding purposes.
- Review and recommend recruitment best practices based on the current market trend.
- Administer and analyse behavioural assessments (DISC).
- Plan and implement talent acquisition & branding initiatives.
- Manage and coordinate scholar placement process.
- Collaborate with hiring managers & business unit heads to fulfil hiring needs.
- Provide training and guidance to recruiters.
- Conduct exit interviews.
- Support employee engagement activities.

Company : Golden Screen Cinemas Sdn Bhd
Position : Senior Executive, HR
Duration : May 2019 to April 2021
Reason for leaving : Career advancement & exposure

Job Responsibilities :

- Fulfil hiring requirements of GSC extended group, covering entry level up to C-level.
- Source and identify suitable candidates via various channels.
- Administer and analyse behavioural assessments (DISC, Harrison Test).
- Provide hiring advice to stakeholders.
- Liaise with universities & vendors to support recruitment needs.
- Plan and participate in talent branding activities and career events.
- Provide support to employee engagement activities.
- Provide guidance to junior recruiters & interns.
- Maintain recruitment related reports.

Company : Living Divani (M) Sdn Bhd
Position : HR Executive
Duration : August 2018 to April 2019
Reason for leaving : Been approached for a better career opportunity

Job Responsibilities :

- Handle HR functions of two entities (Manufacturing & Retail).
- Structure and align existing HR policies to comply with the statutory requirements.
- Liaise with relevant government authorities and agencies to ensure compliances.
- Propose and implement new company policies and SOP.
- Recruit new staff through various channels.
- Conduct reference check on candidates.
- Monthly payroll & commission calculation.
- Keep track of employees leave record.
- Monitor staff performance and handle grievances.
- Organise employee engagement events such as monthly birthday celebration and annual dinner.

Company : Agensi Pekerjaan TalentC Recruit Sdn Bhd
Position : Recruitment & Business Development Consultant
Duration : January 2017 to July 2018
Reason for leaving : Business closure

Job Responsibilities :

- Cold call to potential clients to promote recruitment services.
- Client visitation & account management.
- Maintain good client & candidate relationship.
- Source for qualified candidates to fulfil client's recruitment needs.
- Pre-screen candidates through interviews and assessments.
- Coordinate candidate's interview session with client.
- Conduct reference check on candidates.
- Provide guidance to junior consultants & interns.

Company : Agensi Pekerjaan ASK Resources Sdn Bhd
Position : Recruitment Consultant
Duration : August 2015 to December 2016
Reason for leaving : Venture into start-up recruitment agency

Job Responsibilities :

- Source for candidates through various channel.
- Pre-screen candidates via phone and face to face interviews.
- Coordinate interviews and assessments.
- Follow up candidate's interview status & feedback.
- Manage client accounts and perform site visitation.
- Conduct reference check on candidates.
- Provide guidance to junior consultants & interns.

Company : Agensi Pekerjaan ASK Resources Sdn Bhd
Position : Internship
Duration : May 2014 to August 2014
Reason of leaving : End of internship

Job Responsibilities :

- Source for candidates through various channel.
- Fulfil client's job order.
- Conduct interviews to screen for qualified candidates.
- Schedule candidate's interview session with client.
- Handle general administrative task.
- Complete other ad-hoc duties as assigned by the management.