

AMIRAH BINTI MOHD

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SUMMARY PROFILE

Highly dedicated individual that would strive further to master the tasks given to her. Able to work as an effective individual contributor with very minimal supervision and at the same time able to work well in a team. A person who is very eager to learn and hungry for new experiences.

PROFESSIONAL EXPERIENCE

GENERALI INSURANCE MALAYSIA BERHAD (formally known as AXA Affin General Insurance Berhad)

January 2015 – Present

a) Assistant Manager, Talent Acquisition (April 2022 – present)

b) Talent Acquisition Specialist (Jan 2020 – March 2022)

- Provide full range of Recruitment services from sourcing to onboarding. Specifically for the People Division, Commercial Lines Division, Technology & Operations Division and Customer Division.
- Initiate and drive the continuous process improvement and support in uplifting the organization as the Top Employer of Choice.
- Delivers the best candidates & stakeholders experience through continuous communication, follow-up, and engagement throughout the hiring process.
- Maintain recruitment related tracker (Recruitment Tracker, Budget Tracker for Buy Out, etc) and provide reports as and when required by group, regional office and local management.
- Ensure compliance of end-to-end recruitment cycle is being followed.
- Monitor and review job postings of AAGI in career portals and ensure information accuracy to meet hiring goals.
- Drive and support programs that is related to employer branding and development of talent pool for future hiring.
- Ensure YES Recruit (HRIS system) operations is up to date and effective across company.

Key Achievements

1. Involved in harmonization of recruitment process and tracker during Merger & Acquisition.
2. Harmonizing the process simplification for Third-Party Contractor's Offboarding Journey Mapping
3. Started claims database for future hiring.
4. Created process flow for Employee Referral Program (ERP) and Rehiring of ex staff for easy reference.
5. Created a progress tracker for all successful candidate to ensure all mandatory process has

been completed accordingly.

6. Lead RPA system enhancement for in house HRIS system (Alex Robot) from recruitment perspective - involved in end-to-end UAT process, testing and etc. However, the project ended due to MCO.

c) Senior Executive, HR Operations (June 2017 – Dec 2019)

- Act as the Centre of Expertise for HR Operations and employee related matters. The size of the employees is up to 850+-.
- Development of HR Operations policies & procedures.
- Conducted and organized “People Day” with employees and people managers to ensure HR policies & processes are adhered to with average of 30 participants per session.
- Plan, prepare and manage all tasks related to employee management and mobility, such as fixed term contract appointment, confirmation, transfer, re-designation and increment.
- Managed end to end exit employee journey, including preparing the acceptance of resignation letter and exit survey.
- Ensure compliance with statutory requirements and applicable laws. As there are always changes in rules and regulatory, to come out with policies and Standard Operation Procedures.
- Involve in internal process impacts, risk and mitigation management, not limited to Business Continuity Plan related task.
- Ensure HRIS is updated and liaising with Group level and support team should there are any issues pertaining the HRIS and to ensure system accuracy.
- To create and ensure employee personal files are in order.
- Prepare the relevant reporting and dashboard that are able to provide insightful information to the management.
- End to end immigration related matters for expatriates.

Key Achievements

1. Support and completed major restructuring project in April 2019. Completed the overall org chart and all individual org chart for direct report of EXCOs and make sure HRIS system is updated according to the new structure which involve updating the department name, position title and the reporting line.
2. Publish relevant HR policy and practices via fb@work in order to increase employees’ awareness in HR policy under #People4uSpotlight
3. Single Point of Contact (SPOC) for HRIS System (Oracle). Responsible for end-to-end system related and worked closely with Group on how to improve it better.
8. Launched Employee Data Update Campaign in August to encourage staff to update their updated data such as Address, Marital Status, Qualification or Skill and Emergency & Family Contacts.
9. Participated and moderator during internal engagement with employees. Topics covered includes Employee Self Service (ESS), encourage staff to follow our hashtag in Workplace that is #People4uSpotlight, to encourage staff to update their data in YES system following the employee data update campaign and explain further frequently asked questions (FAQ)

on Medical Scheme.

d) HR Executive, Payroll Unit (August 2015 – May 2017)

- End to end processing of company payroll which includes manage, maintain and update payroll related data into the payroll system accurately and timely.
- To maintain the payroll database in timely manner for the smooth payout cycle.
- Sets up new joiners' profile, compensations, deductions, benefits and voluntary payroll deductions in the payroll system and etc.
- End to end processing of employee medical enrolment and cancellation; gather the completed declaration forms from new joiners together with the supporting documents that includes new declaration for additional dependent(s) and promotion cases and liaise with Health Department and MiCare on the enrolment and cancellation of employee Out-patient and In-patient medical benefits.
- To assist with other HR Operation matters when requested.

e) HR Executive (January 2015 - July 2015)

i. HR Executive, HR Learning and Development Unit

- Provide administrative support for accurate data creation and input (course coding, course creation, pre/post work assignments, evaluation management and user account maintenance) and maintain integrity of Global Learning and Management System (GLMS) data.
- Generate HR and L&D data analytics and reports.
- Support GLMS roll out, branding & communication initiatives.
- iLearn Helpdesk co-ordinator and administrator.

ii. HR Executive, HR Recruitment & Mobility Unit

- Provide administrative support services for recruitment.
- Assist in coordination for the arrangements for new joiners' 1st Day at AXA Orientation and work closely with the L&D team for smooth running of the induction program.
- Attend appropriate career fairs and develop relationships with key colleges and universities to support talent pool.
- Work with managers to ensure that Job Descriptions are updated at all time in line with the Regional guidelines and localize accordingly.
- Statistical data and reporting – Manage and maintain HR statistical data and provide reports as and when required by group, regional office and local management as well as group & local regulators.

Key Achievements

1. Conducted major user learning data clean-up and uploaded in GLMS for user learning history recording.

f) Temporary HR Assistant (September 2014 - January 2015)

i. HR Learning and Development Unit

- Assisting Assistant Manager of HR Learning and Development Unit in all matters related to training administration via GLMS and maintenance of training centre.
- Ad-hoc matters pertaining to the Human Resources department.

Key Achievements

1. Managed to get 96% activation of GLMS for the whole company

PETRONAS CARIGALI SDN BHD

FEBRUARY 2014 – JULY 2014

Internship, HR International

EDUCATION

- **2012- 2014**
Universiti Teknologi Mara (UiTM), Sungai Petani, Kedah.
Bachelor in Business Administration (HONS) International Business

OTHER SKILLS

- Sage Easypay Enterprise for payroll
- YES Recruit (Taleo)
- YES Oracle
- PaperVision

REFERENCES

References available upon request