



LALITHA NAGAPPAN

TALENT ACQUISITION ASSISTANT MANAGER

CONTACT

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📍 Kuala Lumpur

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EDUCATION

2006 - 2010

University Malaysia Terengganu
Bachelor of Technology
(Environment) (High Honours)

SKILLS

Tools/software:

- Microsoft Office including Microsoft Office 365
- Social Media Recruiting
- Cloud/Data technologies such as Google Cloud and Microsoft OneDrive
- Google Workspace
- Google Sheets
- Applicant Tracking Systems
- LinkedIn Recruiter
- SAP SuccessFactors
- Boolean Search
- Chat GPT
- Job Ad Writing and SEO

PROFESSIONAL SUMMARY

I have over 10 years of experience in full-cycle recruitment, from collaborating with hiring managers to understand their needs and requirements, to negotiating salary packages and preparing offer letters for successful candidates. I have recruited across various departments, including IT, Engineering, Finance, Sales, Commercial and Management. I am also proficient in using ATS and LinkedIn Recruiter.

WORK EXPERIENCES

● SF Global Express Sdn Bhd

03/2024 - 03/2025

Talent Acquisition Assistant Manager

- Manage, guide, motivate, advise and mentor Talent Acquisition team on hiring and onboarding related matters, as well as other issues/situations.
- End-to-end recruitment for leadership roles.
- Continuously review and update recruitment strategies to keep up with company's growth and industry trends, aiming at cost reduction and high-quality candidates.
- Create and update recruitment policies and forms as and when necessary.
- Work closely with Hiring Managers to understand their recruiting and selection requirements to meet hiring needs on a timely basis.
- Lead employer branding by attending career fairs and collaborate with potential universities to promote the company and attract high-quality candidates.
- Continuously update recruitment database and recruitment tracker to improve recruitment strategies.
- Prepare manpower reports and analysis.
- Attend meetings with Management to present database and update status, plans and hiring progress.
- Manpower planning and budgeting.
- Create and monitor recruitment metrics such as time-to-fill and cost-per-hire.
- Provide guidance to managers and employees regarding recruitment policies and procedures.
- Manage relationships with external partners.
- Assist Head of HR on hiring and onboarding matters.
- Support HR team whenever necessary.

Achievements:

- 20% increase in the team's hiring efficiency within the first 6 months.
- 25% improvement in the quality of hires in year 2024 (based on staff turnover reports)
- No recruitment-related compliance issues during audits.

Soft skills:

- Communication
- Planning and time management
- Details and result oriented
- Leadership
- Team management
- Negotiation and persuasion
- Decision-making
- Risk management
- Strategic thinking
- Problem solving
- Emotional intelligence
- Networking
- Teamwork
- Project management
- Data Analysis and Reporting

LANGUAGES

- English (Fluent)
- Malay (Fluent)
- Tamil (Fluent)

● Ninja Logistics Sdn Bhd

08/2022 - 03/2024

Senior Talent Acquisition Executive

- Prepared manpower reports and analysis.
- Did end to end recruitment, focusing on Sales & Commercial roles.
- Guided, motivated and advised my TA executives on recruitment, TA and hiring related matters, as well as other issues/situations.
- Sourced for candidates using ATS, LinkedIn Recruiter, JobStreet and other recruitment websites.
- Continuously built pipeline for high turnover Sales & Commercial roles.
- Attended meetings with Management to present database and update status, plans and hiring progress for Sales & Commercial roles.
- Continuously updated recruitment database and recruitment tracker.
- Collaborated and maintained a good connection with reputable universities.
- Prepared Offer Letter for successful candidates and made necessary arrangements for their onboarding.
- Sent out Welcome On-board email to the shortlisted candidates.
- Registered successful candidates' details in the SAP system.
- Ensured newcomers received email access and laptop on the first day of joining.
- Taken turns in leading the 2 days onboarding program.
- Coordinated and made arrangements with warehouse and hub leader for the onboarding program.
- Involved in career fairs and communicated with necessary departments for the arrangements.
- Assisted Head of TA on other recruitment, TA and hiring matters.
- Supported team members in other tasks whenever necessary.

Achievement:

- Consistently achieved recruitment and onboarding satisfactory rates of more than 80%, including for Commercial and Sales hiring.

● Giga Maritime Group

11/2018 - 07/2022

Recruitment & Onboarding Executive

- Manpower planning and budgeting.
- Prepared manpower reports and analysis.
- Did end to end recruitment.
- Headhunted for candidates in LinkedIn.
- Collaborated and maintained a good connection with reputable universities.
- Cold calling to attract potential candidates.
- Did 1st level of interviews before passing shortlisted candidates to the Hiring Managers.
- Created pool of candidates in Excel database.
- Negotiated job packages with successful candidates.
- Prepared Offer Letter.
- Did onboarding/induction for newcomers within the given time.
- Handled Onboarding and Offboarding modules in BIPO system.
- Sent out notifications/announcements whenever there is any newcomer, resignation, staff transfer and promotion.
- Updated Insurance Brokers on addition and termination of staff.
- Verified Debit Notes and Credit Notes including for yearly renewal.
- Updated Organization Charts for subsidiary companies monthly or as and when needed.
- Supported team members in other tasks whenever necessary.

Achievements:

- Consistently achieved recruitment and onboarding satisfactory rates of more than 80%.
- Improved current recruitment process and created new recruitment forms, assessments and checklists.
- Created Recruitment Database and Tracking through Microsoft Excel.
- Created SOPs, flows and requirements for Onboarding and Offboarding module in BIPO system.

Matrix Flavours & Fragrances Sdn Bhd
Human Resource Executive

11/2016 - 11/2018

- Prepared manpower reports and analysis.
- Did end to end recruitment.
- Created pool of candidates based on personal details, positions, skills and talents.
- Negotiated job packages with successful candidates.
- Prepared Offer Letter.
- Did onboarding/induction for newcomers and ensured the newcomers have received uniforms, safety shoes and locker key if needed.
- Notified Insurance Brokers whenever there is any addition and termination of staff.
- Had monthly meetings with the respective Managers and newcomers to discuss on newcomer's performances, attendances and other issues related to their employment.
- Involved in staff confirmation/appraisal and prepared necessary letters.
- Conducted exit interviews for staff and reported to Management on the findings.
- Involved in Industrial Relations (IR) cases and conducted investigations.
- Involved in audits (internal and external audits) and ensured documents are up to date.
- Did other tasks as instructed by superior.

Achievements:

- Ensured sufficient manpower for Production team although the team has grown bigger.
- Improved current recruitment process and created new recruitment forms, assessments and checklists to ease the recruitment process.
- Zero break-in incidents at the factory.

Mewah Dairies Sdn Bhd
Human Resource and Administration Executive

08/2014 - 11/2016

- Did end to end recruitment.
- Prepared appointment letter.
- Involved in staff confirmation/appraisal and prepared necessary letters.
- Assisted HoDs in Performance Improvement Plan (PIP) for newcomers that do not meet Management's requirement during probation period.
- Conducted exit interviews for staffs and reported to Management on the findings.
- Management of foreign workers (under agencies) and notified agency if there is any problem with them such as not following GMP or poor attendance.
- Involved in Industrial Relations (IR) cases and conducted investigations.
- Involved in Audits (such as HACCP and Halal).
- Did Yearly Training Plan and implemented planned trainings once got Management's approval.
- Did other tasks as instructed by superior.

Achievements:

- Ensured sufficient manpower for Production team including for contract workers.
- Managed database for GMP and HACCP trainings.
- Managed to send respective staff for Typhoid Injection (new and for expired).

Cheng Hua Engineering Works Sdn Bhd
Human Resource Assistant

06/2012 - 08/2014

- Posted job vacancies and pre-screened applications before passing shortlisted resumes to the Hiring Managers.
- Coordinated interview sessions.
- Onboarding for newcomers.
- Registered newcomers in the HRMS system.
- Did Yearly Training Plan and implement planned trainings once got Management's approval.
- Did other tasks as instructed by superior.

Malaysia Airlines (MAS)
Graduate Trainee (SL1M Trainee)

10/2011 - 05/2012

- Assisted to coordinate internal trainings on SAP.
- Ensured staff have attended assigned trainings.
- Did analysis related to trainings and attendances

REFERENCES

Available upon request