

Nic Cheong



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CAREER OBJECTIVES

To build a meaningful career in HR by driving talent acquisition and development strategies that support business growth, while continuously enhancing my skills and progressing toward a leadership role.

EXPERIENCE

ARMSTRONG ASIA

Assistant Manager, Talent Acquisition

Jul 2024 – Present

- **Conduct 360 Recruitment:** full recruitment process for Professional Hirings across all 3 Plants in Malaysia.
- **Overseeing Non-Executive hiring** and manage manpower discussion for all 3 OBUs.
- **Perform Market research** and understand the current market trend and engage in Remuneration Package discussion and decision making with senior management and hiring managers.
- **Build Pipelines:** Participate Career Fair and talent search on Social Media to enhance Employer Branding.
- **Process Standardization:** hiring process, onboarding process and recruitment strategies across all 3 OBUs.
- Briefing on **Company's direction** with sharing of Core Values and Visions & Missions to all OBU.

ANSELL GLOBAL TRADING CENTER

Recruitment Specialist, Talent Acquisition (Human Resources)

Aug 2022 – Apr 2024

1. End-to-end Recruitment Activities:

- Undergo full recruitment process for Professional Hirings from Job Posting until Offering for APAC (Malaysia hub with 5 branches & China), EMEA (Brussels) and US region.
- Remuneration Package discussion with higher management and hiring managers.
- Brief Local Plant HR and Plant Managers on using HR System in order to ease the recruitment process.

2. New Hire Onboarding

- New Hire First Day's onboarding briefing and office tour.
- Timely update Onboarding Orientation Slides based on company's updates as needed and timely review new hire's experience in order to provide better experience to new hire.

NEW HOONG FATT HOLDINGS BERHAD

Senior Executive, Human Resources (Talent Management/Acquisition)

Apr 2020 – Aug 2022

1. End-to-end Recruitment Activities (Junior up to higher management level):

- Undergo full recruitment process includes Job Posting, Interview, Salary Proposal and Background check.
- Discuss with Hiring Managers and General Managers on suitable Job Descriptions to be posted.
- Conduct New Hire Integration, Confirmation Performance Appraisal Review and Exit Interviews.

2. Employer Branding

- Candidate engagements by participating in Career Fairs and Universities Fairs physically and virtually to interact with potential candidates and preparation of necessary materials to be used during the fair.
- Internal employees' engagements activities.

3. Training and Developments

- Design training materials, create questionnaires to evaluate training effectiveness and gather feedback.
- Collaborate with external vendors and training providers to supplement internal training efforts.
- Support employee development initiatives, career pathing, and talent & leadership development activities.

4. Timely covering Corporate Affairs' tasks and involved in Management Meeting's activities.

Executive, Director Office Department

Feb 2014 – Mar 2020

1. Assisting Managing Director and Executive Chairman on company matters:

- Meetings, schedule and traveling arrangements
- Conduct New Hire Integration to Managers & GMs with drawing out suitable agenda and contents.
- Organize Events & Customer's incentive trips (Local & Overseas in Thailand and Vietnam) as Team Lead.
- Assist in organizing AGM, Press Release, MOU signing, GST Seminar and any internal or external events.

2. Lead Project: Company's Corporate Video production.

- Idea creation to video completion by liaising with Management and internal & external stakeholders.

3. Human Resources: Recruitment, Career Fair preparation, Employer Branding and Training activities.**4. Analysis on Business Planning, Sales Forecast and timely covering Corporate Affairs' Task.***Executive, Corporate Affairs Department***Nov 2011 – Feb 2014****1. Corporate Compliance, Industrial Design, Intellectual Properties related matters**

- Handle Corporate Secretarial matters and Trademark application in Malaysia and China.
- Liaise with PR company for Press Release and any Industrial Relation related matters
- Organize AGM, Board Meeting documents preparation and Annual Report compilation
- Mandarin Translations on Press Release, Employee Year Book and Draft Speech for MD & Chairman

2. Kaizen Project in Office & Production Plant: achieved effective and efficient method for improvements

- Reduce Usage of Printings and Stationaries & Reduce Motion of Installation Component Bumper

3. As Employee Welfare Secretary reporting to Chairman & MD to handle secretarial and events.**4. Composed NHF Anthem and organized NHF Anthem Lyrics Competition.****5. Analysis on Business Planning, Products Development, and Sales Forecast.****PIANO INSTRUCTOR (PART TIME)****Aug 2011 - Present****HYUN FASHION *Part-time Analyst*****Jan – Sept 2011**

- Analyze market trend and product price, sales increased 15% in 2 months with new marketing strategies.

VARIOUS COMPANY *Part-time Sampling and Roadshow Promoter***July 2010 – Sept 2011**

- Promote Beverage and liaise with Supplier on stock replenishments and prepare sales report.

SKILLS

Soft skills: Stakeholder Management, Multitasking
Leadership, Communication Skills

Software: Microsoft Offices (Word, Excel, Power
Point) - Basic to Intermediate

LANGUAGES

	English	Bahasa Malaysia	Mandarin
Spoken	7	7	8
Written	7	6	8

EDUCATIONAL BACKGROUND AND CERTIFICATIONS

University	Qualification
1 European International University	Professional Certificate in Recruitment & Management of Employees (2021)
2 International Association of Outsourcing Professionals	Certified Outsourcing Specialist Human Resources (2012)
3 Asia E University	Professional Certificate in Outsourcing Specialist-Human Resource (2012)
4 Nottingham Trent University	BA (Hons) Business Management (2011)
5 Society of Business Practitioners	Advanced Diploma in Business Administration (2009)
6 ALC College	Diploma in Business Studies (2009)

OTHER AWARDS AND CERTIFICATIONS

- Top Achiever for Organization Behaviour Subject in Diploma in Business Studies
- Champion - Cheerleading Competition in College
- ABRSM Piano - Grade 8

ACTIVITIES & ROLES INVOLVED

Schools and University: School Prefect, Music Club President, Maths Club Secretary, Cheerleading Leader

Social Activities Participation: Malaysia World Vision Famine 30 Events, Event Emcee in various languages.

NGO association: Malaysia Federation Chief Youth President, District Youth Leader, Selangor Youth VP.

Events organized: Annual Dinner, Charity Dinner, Bowling Tournament, Food Fiesta, Festive Celebration.