

Yasmin Amira M. Yusoff

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CORE COMPETENCIES

- End to end Recruitment
- Employer Branding
- SAP HR (TCodes: PA40, PA30, PA20)
- ATS Checker (Avature.net & Breezy)
- Stakeholder Management
- Employee Relationship Management
- Marketing & Communication
- Campus Recruitment
- Internship Programs Hiring
- Master of Ceremony (Emcee)

WORK EXPERIENCE

Senior Executive, Manpower Resourcing (Talent Acquisition)

(February 2024–Current)

Perusahaan Otomobil Nasional Sdn. Bhd (PROTON)– Shah Alam Selangor

- Managed the full cycle recruiting process from sourcing qualified candidates to making offers of employment.
- Researched, identified, and recruited potential candidates through job postings, career fairs, social media platforms, and employee referrals through innovative and cost effective.
- Assisted in the new hire onboarding process by coordinating background checks and pre-medical check up screenings.
- Negotiated wages and other compensation packages with selected candidates. – Scheduled or conducted new employee orientations.
- Build and maintain a strong talent pipeline for critical roles.
- Worked closely with HRBP team members to ensure compliance with all federal, state, and local regulations related to employment law.
- Managed employer branding presence across platforms (LinkedIn, Glassdoor, careers site, etc.)
- Organized or participated in employer branding events such as job fairs (MyFuture Jobs, JobStreet, Talent Bank) and campus recruitment.

Senior Executive, Talent Acquisition

(Jan 2023 – February 2024)

CARSOME Sdn Bhd – Petaling Jaya, Selangor

1 year 2 months

- Manage the end-to-end recruitment process for CARSOME from putting up recruitment advertisements in Jobstreet, LinkedIn, Indeed & Career Page, do pre-screening, interview coordination, sit-in interview sessions, shortlisting candidates before send to hiring managers, work closely with stakeholder management for hiring approval, also conducting reference checks, salary package proposals, extending offers, and maintaining contact with candidates throughout the recruitment cycle.
- Experienced in corporate hiring functions for People & Culture (HR), Finance, Marketing, Capital, CARSOME Academy, & Customer Services.
- Responsible to ensure the maintenance of accurate and concise records and reports concerning all phases of the recruitment process in the Breezy system.
- Ensure all candidates' data are tracked and maintained in ATS System (Breezy)
- Manage all the traffics of Employee Referral Program candidates

Talent Acquisition & Employer Branding Executive

(Nov 2021– Dec 2022)

Aspiro Sdn Bhd (Shared Services, MNC) – Shah Alam, Selangor

1 years 2 months

Talent Acquisition

- Manage the end-to-end recruitment process for Aspiro Sdn Bhd from putting up recruitment advertisements, pre-screening, interview coordination, sit-in interview sessions (if require), shortlisting candidates with hiring managers, conducting reference checks, salary package proposals, extending offers, and maintaining contact with candidates throughout the recruitment cycle.
- Experienced in mass hiring candidates for Accounting (AP, AR, GA), Human Resources Operations (Payroll, nonpayroll & IT Services Desk)
- Handling pre & onboarding new joiners' documentation and procedures.
- Create employee data in SAP HR and update into HRIS System (TalentOz)
- Ensure all candidates' data are tracked and maintained in ATS System (Avature.net)

Employer Branding

- Person in charge of local and private universities engagements, public career fairs
- Conducting an employee engagement survey and analyze the employee's feedback in using Survey Monkey
- Liaise with institutions and related corporations for Internship program enrolment.
- Manage Marketing Collaterals for the Company (Internal & External)
- Manage Social Media Calendar FY2022

Recruiter & Marketing Communication Executive

Innovation Associates Consulting SDN BHD – Petaling Jaya, Selangor

(May 2019 – Nov 2021)

2 years 7 months

Recruiter

- Performed talent recruitment and hiring, staff movements, new staff orientation as well as facilitation of performance
- Perform a full cycle of recruitment. Source, identify, and conduct screening of potential candidates.
- Conducted candidate interviews and screening, and orientation for new employees.
- Work closely with hiring managers on recruiting recruitments and forward planning.
- Carried out staff leave application and personal file administration.

Marketing & Communication

- Participate in the planning, coordination, and successful execution of marketing initiatives/events within a set budget.
- Responsible for management of marketing communications budgets, including raising of POs, invoicing, and budget phasing.
- Liaise with internal and external parties to support marketing and communications programs for events.
- To sanitize databases as update leads stages/ status and clean database in CRM system.
- Prepare PRF (Purchase Requisition Form) and Management paper for any Marketing and Department on any purchasing budget with Management approvals.

CERTIFICATION

- NPDS Knowledge Assessment CY2024 – PROTON
- Risk Opportunity/ Risk Assessment ISO 9001:2015 & ISO 27001:2013
- Internal Audit Training ISO 9001:2015 & ISO 27001:2013
- Implementing Data Warehouse With Microsoft SQL
- E-commerce Training Workshop
- Behavioural Event Interviewing, Aspiro Sdn Bhd
- Advanced Excel, Aspiro Sdn Bhd

EDUCATION

Multimedia University (Cyberjaya Campus) April 2016 – June 2019

Bachelor Of Business Administration (Honors): Management with Multimedia

Multimedia University (Cyberjaya Campus) June 2015– April 2016

Foundation in Management

References

Available Upon Request