



JEREMY RYAN CHAI

Sabah, MY | 016.802.0838 | chai.jeremyryan@proton.me

Practicing Human Resource with over 9 years of experience in various industries, mainly in the property development sector.

Areas of strength are in Industrial Relations, Employee Relations, Payroll Administration and collaborating across head of departments in order to provide the best HR practices to the best interests of the organization.

EXPERIENCE

- APR 2018-CURRENT** **SENIOR EXECUTIVE, HRA | ASIAN PAC HOLDINGS BERHAD**
HANDLING STAFF GRIEVANCES, EMPLOYEE RELATIONS, DISCIPLINE CASES, RECRUITMENT, PAYROLL ADMINISTRATION, ASSIST IN OFFICE ADMINISTRATION
- FEB 2017-MAR 2018** **HR MANAGER | K.T.I LANDMARK BERHAD**
HANDLING FULL SPECTRUM OF HR WHICH INCLUDES SALARY PAYMENT TO FOREIGN WORKERS AS WELL AS FACILITATE STAFF ENGAGEMENT ACTIVITIES
- SEP 2016-JAN 2017** **EXECUTIVE, HR | EAST WEST ONE CONSORTIUM BERHAD**
MAINTAINING THE RECORD OF FOREIGN WORKERS IN PLANTATION WHICH INCLUDES THE REGISTRATION AND RENEWAL OF WORK PERMIT
- MAY 2015-AUG 2016** **EXECUTIVE, HR | GLENEAGLES HOSPITAL KOTA KINABALU**
FOCUSING ON COORDINATING STAFF TRAINING (INTERNAL/EXTERNAL), NEW EMPLOYEE INDUCTION, AND STAFF TOWNHALL SESSIONS

EDUCATION

- MAY 2014** **DIPLOMA IN HUMAN RESOURCE MANAGEMENT | SEGI COLLEGE SARAWAK**
- 2002-2006** **SIJIL PELAJARAN MALAYSIA | S.M. LOK YUK LIKAS**

SKILLS

- Ability to identify interview candidate's character in order to decide the suitability for the vacancy
- Ability to solve HR related problems and make decisions
- Ability to adapt to changes in environment

ACTIVITIES

Attended numerous training programs conducted by Jabatan Tenaga Kerja Sabah, PERKESO, MECA Employers Consulting Agency



SEGi COLLEGE

An Associate Institution of SEGi University

*The Council of SEGi College
confers upon*

JEREMY RYAN CHAI TSUN SERH
891025-12-5785

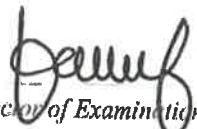
*who has fulfilled all prescribed requirements
and passed all examinations
the award of*

**DIPLOMA IN HUMAN
RESOURCE MANAGEMENT**

Dated this **24th** *day of* **NOVEMBER** *in the year* **2014**


Principal




Director of Examinations

SEGi College is registered with the
Ministry of Higher Education Malaysia

SK00001835



SEGi COLLEGE

An Associate Institution of SEGi University

OFFICIAL ACADEMIC TRANSCRIPT

Name : JEREMY RYAN CHAI TSUN SERH IC/Passport No. : 891025125785
 Registration No. : SCS/1011/008 Year of Admission : 2010
 Programme : DIPLOMA IN HUMAN RESOURCE MANAGEMENT Date Issued : 24 NOVEMBER 2014
 Serial No. : SK00001635

Remark : THIS STUDENT HAS COMPLETED THE PROGRAMME

No.	Subject Code	Subject	Credit Hours	Grade Points	Total Grade Points	GPA Grade	Status
Session : 1							
1	MPW1113	BAHASA KEBANGSAAN	3				EXEMPTED
GPA		0.00					
Total Credit Hours Earned		: 3.00					
Session : 2							
1	1LAL0903	BUSINESS COMMUNICATION	3	2.30	6.90	C+	PASS
2	3MSC0105	BUSINESS STATISTICS	3	4.00	12.00	A	DISTINCTION
3	4LAL0907	ACADEMIC ENGLISH	3	3.70	11.10	A-	DISTINCTION
4	MPW1153	PENDIDIKAN MORAL	3	0.00	0.00	F	FAIL
GPA		2.60					
Total Credit Hours Earned		: 9.00					
Session : 3							
1	1BMT0815	PRINCIPLES OF MANAGEMENT	3	3.30	9.90	B+	CREDIT
2	3LAW0911	BUSINESS ETHICS	3	3.00	9.00	B	CREDIT
3	4HRS0808	TRAINING & DEVELOPMENT	4	2.30	9.20	C+	PASS
GPA		2.81					
Total Credit Hours Earned		: 10.00					
Session : 4							
1	1BMT0814	INTRODUCTION TO BUSINESS	3	3.70	11.10	A-	DISTINCTION
2	3BES0902	ORGANIZATIONAL BEHAVIOUR	4	4.00	16.00	A	DISTINCTION
3	3HRS0801	HUMAN RESOURCE MANAGEMENT	4	4.00	16.00	A	DISTINCTION
4	3SMK0808	PRINCIPLES OF MARKETING	3	3.30	9.90	B+	CREDIT
5	MPW1153	PENDIDIKAN MORAL	3	3.00	9.00	B	CREDIT
GPA		3.70					
Total Credit Hours Earned		: 17.00					
Session : 5							
1	2ECO0903	MICROECONOMICS	3	3.70	11.10	A-	DISTINCTION
2	3ACC0810	INTRODUCTION TO FINANCE	3	3.30	9.90	B+	CREDIT
3	4HRS0805	UNIONS AND LABOUR RELATIONS	4	2.00	8.00	C	PASS
4	MPW1133	PENGAJIAN MALAYSIA	3	3.70	11.10	A-	DISTINCTION
GPA		3.08					
Total Credit Hours Earned		: 13.00					



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OFFICIAL ACADEMIC TRANSCRIPT

Name : JEREMY RYAN CHAI TSUN SERH
Registration No. : SCS1011/008
Programme : DIPLOMA IN HUMAN RESOURCE MANAGEMENT

IC/Passport No. : 891025125785
Year of Admission : 2010
Date Issued : 24 NOVEMBER 2014
Serial No. : SK00001835

Remark : THIS STUDENT HAS COMPLETED THE PROGRAMME

No.	Subject Code	Subject	Credit Hours	Grade Points	Total Grade Points	GPA Grade	Status
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Session : 6

1	3LAW0908	BUSINESS AND COMPANY LAW	3	3.30	9.90	B+	CREDIT
2	4HRS0803	COMPENSATION AND BENEFITS	4	2.70	10.80	B-	CREDIT
Total Points Evaluated :			7.00		20.70		
GPA			2.96				
Total Credit Hours Earned :			7.00				

Session : 7

1	2LAL0905	GENERAL LANGUAGE TRAINING	3	3.00	9.00	B	CREDIT
2	3HRS0802	HUMAN RESOURCE INFORMATION SYSTEM	4	3.30	13.20	B+	CREDIT
3	3IS0212	INFORMATION SYSTEMS	3	3.70	11.10	A-	DISTINCTION
4	4HRS0808	OCCUPATIONAL SAFETY & HEALTH	3	2.70	8.10	B-	CREDIT
5	ACC1113	PRINCIPLES OF ACCOUNTING	3	2.00	6.00	C	PASS
Total Points Evaluated :			16.00		47.40		
GPA			2.96				
Total Credit Hours Earned :			16.00				

Session : 8

1	3BMT0820	ENTREPRENEURSHIP	4	2.00	8.00	C	PASS
2	4HRS0808	ORGANISATION DEVELOPMENT	4	0.00	0.00	ABSENT	ABSENT
3	4LAW0912	MALAYSIAN EMPLOYMENT LAW	3	0.00	0.00	F	FAIL
Total Points Evaluated :			11.00		8.00		
GPA			0.73				
Total Credit Hours Earned :			4.00				

Session : 9

1	4HRS0808	ORGANISATION DEVELOPMENT	4	2.00	8.00	C	PASS
2	4LAW0912	MALAYSIAN EMPLOYMENT LAW	3	2.70	8.10	B-	CREDIT
3	INTH4001	INTERNSHIP	4	4.00	16.00	A	DISTINCTION
Total Points Evaluated :			11.00		32.10		
GPA			2.92				
Total Credit Hours Earned :			11.00				

Cumulative Grade Points : 269.30
Cumulative Credit Hours Earned : 90.00
Cumulative Credit Hours Evaluated : 87.00
Cumulative Grade Points Average : 3.10



**KELAB KEBAJIKAN, SUKAN DAN REKREASI
JABATAN PERHUBUNGAN PERUSAHAAN SABAH**

SIJIL PENYERTAAN

Adalah Diperakui Bahawa

Jeremy Ryan Chai Tsun Serh

Telah Mengikuti Dengan Jayanya

**KURSUS PENAMATAN PERKHIDMATAN PEKERJA DARI PERSPEKTIF
AKTA PERHUBUNGAN PERUSAHAAN 1967**

**Pada
29 hb Ogos 2023**

8.00 Pagi - 01.00 Petang

**Bertempat Di
Shangri-la Tanjung Aru Resort, Kota Kinabalu
(Tanjung Room 1)**

SHUHaida BINTI KASSIM

PENGERUSI

**KELAB KEBAJIKAN, SUKAN DAN REKREASI
JABATAN PERHUBUNGAN PERUSAHAAN SABAH**

Certificate of Attendance

This is to certify that

JEREMY RYAN CHAI TSUN SERH

has attended the course of

INTERNAL AUDIT OF ISO9001:2015 & ISO14001:2015 TRAINING

held in

SYARIKAT KAPASI SDN BHD

on

24.08.24 - 25.08.24



A handwritten signature in black ink, appearing to read "Datuk Dr Dominic Lau Hoe Chai".

Datuk Dr Dominic Lau Hoe Chai
Technical Advisor

CERT NO.: 2024854



JABATAN TENAGA KERJA SABAH
KEMENTERIAN SUMBER MANUSIA

SIJIL PENYERTAAN

Adalah dengan ini disahkan bahawa

JEREMY RYAN CHAI TSUN SERH
891025125785

telah mengikuti dengan jayanya

KONVENSYEN MEMERANGI JENAYAH
PEMERDAGANGAN ORANG DAN BURUH PAKSA
PERINGKAT KEBANGSAAN 2024

yang telah diadakan pada

05 September 2024

bertempat di

SABAH INTERNATIONAL CONVENTION CENTRE (SICC)
KOTA KINABALU, SABAH



No. Siri :
K2024645

Sijil Penyertaan

Adalah dengan ini disahkan bahawa

JEREMY RYAN CHAI TSUN SERH

telah menyertai dengan jayanya

SEMINAR PERBURUHAN RANG UNDANG-UNDANG PINDAAN ORDINAN BURUH SABAH (PINDAAN) 2024

Anjuran

Kelab Kebajikan & Sosial Jabatan Buruh (KESERU)

JABATAN TENAGA KERJA SABAH

17 December 2024

7.00 Pagi Sehingga 4.00 Petang

Hotel Shangri-La Tanjung Aru, Kota Kinabalu

WAN ZULKFLI BIN WAN SETAPA
Pengerusi KESERU



**VS Trg
Consultancy**

TP_SA0524981M



Certificate of Participation

is presented to

JEREMY RYAN CHAI TSUN SERH

from

Syarikat Kapasi Sdn Bhd

for participating in

FINANCE FOR NON-FINANCE MANAGER

programme on the 10th & 11th June 2023 held at
“Imago Operation Centre”
Kota Kinabalu Sabah

Shella Bathumalai

SHELLA BATHUMALAI

Founder & CEO

12th June 2023

Date

SQC CONSULTING GROUP

Certificate of Attendance

This is to certify that

JEREMY RYAN CHAI

has attended the course of

UNDERSTANDING OF IMS ISO9001:2015 & 14001:2015 TRAINING

held in

ASIAN PAC PROPERTY MANAGEMENT SDN BHD

On

21ST OCTOBER 2023

Course Leader/ Examiner:



Cert. No. : 2023588

DATUK DR DOMINIC LAU HOE CHAI/
LIEW WUI LIM

SQC CONSULTING GROUP

Certificate of Attendance

This is to certify that

JEREMY RYAN CHAI

has attended the course of

INTERNAL AUDIT IMS OF ISO9001:2015 & ISO14001:2015 TRAINING

held in

ASIAN PAC PROPERTY MANAGEMENT SDN BHD

On

1ST - 2ND NOVEMBER 2023

Course Leader/ Examiner:



DATUK DR DOMINIC LAU HOE CHAI/
LIEW WUI LIM

Cert. No. : 2023626

Certificate of ATTENDANCE

This is to certify that

Jeremy Ryan Chai Tsun Serh

891025-12-5785

has attended a course in

Occupational Safety & Health Act 1994

SSTC/OSHA/2019/04/0214

which was held on

27 & 28 April 2019



Siman Kouboi

Trainer

SSTC

SABAH SKILLS & TECHNOLOGY CENTRE



Natalie Fung

Director





**JABATAN BOMBA DAN PENYELAMAT, MALAYSIA
NEGERI SABAH**

SIJIL PENYERTAAN

Sukacitanya sijil ini dianugerahkan kepada

**JEREMY R. CHAI
891025-12-5785**

Kerana telah mengikuti

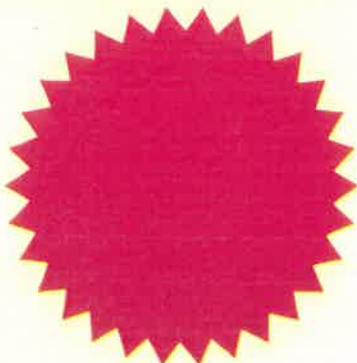
LATIHAN ASAS KESELAMATAN KEBAKARAN

Dengan jayanya pada

25 FEBUARI 2016

Bertempat di

BALAI BOMBA DAN PENYELAMAT, KOTA KINABALU



.....
ORDINE BIN GILU

*Ketua Balai,
Balai Bomba & Penyelamat, Kota Kinabalu
Jabatan Bomba & Penyelamat Malaysia,
Negeri Sabah.*





**LEMBAGA PEPERIKSAAN MALAYSIA
MALAYSIAN EXAMINATIONS SYNDICATE**

Calon yang tersebut namanya di bawah telah mengambil
Peperiksaan Sijil Pelajaran Malaysia dan berkeelayakan menerima

SIJIL PELAJARAN MALAYSIA

Calon ini telah mencapai kelulusan seperti yang tercatat di bawah
bagi mata pelajaran berkenaan.

JEREMY RYAN CHAI TSUN SERH

891025-12-5785

HA005A098

SM LOK YUK KOTA KINABALU SABAH

Mata Pelajaran
[Subject]

BAHASA MELAYU

BAHASA INGGERIS

PENGETAHUAN MORAL

SEJARAH

MATEMATIK

SAINS

GEOGRAFI

PERDAGANGAN

Peringkat
[Grade]

4B (EMPAT)

1A (SATU)

7D (TUJUH)

8E (LAPAN)

5C (LIMA)

4B (EMPAT)

4B (EMPAT)

7D (TUJUH)

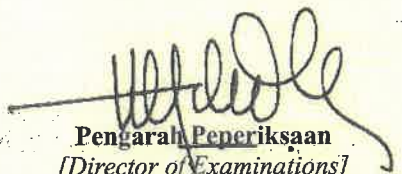
JUMLAH MATA PELAJARAN LAPAN
PEPERIKSAAN TAHUN 2006

061161050

AA **0932310**



[Sila lihat sebelah]


Pengarah Peperiksaan
[Director of Examinations]
Kementerian Pelajaran Malaysia
[Ministry of Education Malaysia]



SEKOLAH MENENGAH LOK YUK

Peti Surat 10352,
88803 Kota Kinabalu, Sabah.
Tel: 426737

SIJIL LEPAS SEKOLAH SCHOOL LEAVING CERTIFICATE

No. **004357**

Nama Murid (Huruf Besar) **JEREMY RYAN CHAI TSUN SERH** (891025-12-5785)
Name (In Block Letters)

Jantina **LELAKI** Nombor Pendaftaran Masuk Sekolah **196/02**
Sex School Admission Number

Tarikh dan Tempat Lahir **25.12.1989** **KOTA KINABALU, SABAH.**
Date and Place of Birth

Nama Ibu Bapa atau Penjaga **THOMAS CHAI SUEN**
Name of Parent or Guardian

Alamat Ibu Bapa atau Penjaga **LOT 24, LRG LINDAH 2, TAMAN TELUK LIKAS, 89400 KOTA KINABALU, SABAH.**
Address of Parent or Guardian

Nama Sekolah Dahulu (Kalau ada) dan tarikh **S.R.K. ST. AGNES** (2001)
Former School (if any) with dates

Tarikh Masuk Sekolah **JANUARI 2002**
Date of Admission

Tarikh Lepas Sekolah **31.12.2006**
Date of Leaving

Tingkatan Lepas Sekolah **TINGKATAN LIMA (5E1)**
Class attended on leaving (Tulis dalam perkataan) (Write in words)

Peperiksaan yang Akhir (lulus/gagal/tidak ambil) **MENUNGGU KEPUTUSAN SPM**
Final Examination (passed/failed/not taken)

Sebab Lepas **TAMAT TINGKATAN LIMA**
Reason for Leaving

Kelakuan **BAIK**
Conduct

Ulasan
Remarks



(termasuk jawatan yang telah disandang)
(including special positions held)



.....
Pengetua
Principal

Tarikh **31.12.2006**
Date



SEKOLAH MENENGAH KEBANGSAAN LOK YUK
KOTA KINABALU

Sijil Akuan Pelajar

A. Butiran Pelajar :

1. Nama : JEREMY RYAN CHAI 2. Tarikh Lahir : 25..10.1989
3. No. K/P : 891025-12-5785 4. Tingkatan Terakhir : 5E1
5. Tahun Masuk : 2002 6. Tahun Keluar : 2006
7. Sebab Berhenti : TAMAT TINGKATAN 5
8. Peperiksaan Terakhir Diduduki (Tahun & Keputusan) : SPM (2006)
9. Jawatan Dipegang : _____

B. Sahsiah Pelajar : (A — Penilaian Tertinggi : E — Penilaian Terendah) :

Bil.	Perkara	A	B	C	D	E
1	Kelakuan		/			
2	Keyakinan		/			
3	Kerjasama		/			
4	Kerajinan			/		

Bil.	Perkara	A	B	C	D	E
5	Tanggungjawab		/			
6	Daya Usaha			/		
7	Pergaulan		/			
8	Perawakan		/			

C. Disiplin : BAIK

D. Kehadiran Ke Sekolah : _____

E. Sumbangan Kepada Sekolah : MENJAYAKAN PASARIA 2004, TERLIBAT
MEMBANTU DALAM AKTIVITI MENCERIAKAN KAWASAN SEKOLAH SEPerti
MENGECAr 2005, MENJAYAKAN KONSERT PANCARAGAM DI SM KIAN KOK
PADA TAHUN 2005, MENYOKONG PROGRAM KITAR SEMULA YANG DIADAKAN
OLEH SEKOLAH.

F. Pencapaian Istimewa : PENYERTAAN DALAM SEMINAR HIV DAN AIDS DIHOTEL
TANG DYNASTY PADA TAHUN 2006



Pengetua
Sekolah Menengah Lok Yuk
Kota Kinabalu



SIJIL AKUAN KOKURIKULUM

SMK LOK YUK KOTA KINABALU
P.S 10352, 88803 K.K
Sabah

Disahkan bahawa JEREMY RYAN CHAI TSUN SERH No. K/P 891025-12-5785

Adalah pelajar sekolah ini yang telah menduduki Tingkatan 5E1 dalam Tahun 2006

PENGLIBATAN DALAM KEGIATAN KOKURIKULUM

Tahun	Perkara	Unit Beruniform	Persatuan Akademik	Kelab Permainan	Sukan	Sumbangan-sumbangan Lain
2006	Jenis Kegiatan	KRS	GEO & SEJ	OLAHRAGA	ZUHAL	PASARIA, GOTONG-ROYONG, PROGRM
	Prestasi	MEMUASKAN	MEMUASKAN	BAIK		KITAR SEMULA.
	Jawatan	AHLI BIASA	AJK	AHLI BIASA	AHLI BIASA	

PENCAPAIAN TERBAIK DALAM KEGIATAN KOKURIKULUM

Tahun	Markah Keseluruhan	Markah Tambahan	Jumlah Besar	Gred Keseluruhan
2006	39	-	39	D

Ulasan Guru Kelas: PENCAPAIAN SEDERHANA DALAM KOKURIKULUM

Tarikh 11.10.2006

[Signature]

Tandatangan
Guru Kelas

[Signature]

Tandatangan
PK Kokurikulum

[Signature]

Tandatangan
Pengetua



KEMENTERIAN PENDIDIKAN MALAYSIA



JABATAN PENDIDIKAN
SABAH



SEKOLAH MENENGAH LOK YUK
KOTA KINABALU

SEKOLAH MENENGAH LOK YUK KOTA KINABALU

SIJIL PELAJARAN MALAYSIA ORAL ENGLISH TEST STATEMENT OF ACHIEVEMENT

The candidate as named below performed the **Oral English Test** and achieved the level stated below.

JEREMY RYAN CHAI TSUN SERH

891025-12-5785

HA005 A098

Construct	Level of Achievement	Band Descriptor
Converse on a topic effectively/ Give appropriate responses	6	<i>GOOD</i>
Speak fluently using correct and acceptable pronunciation	4	<i>SATISFACTORY</i>
Speak coherently	5	<i>SATISFACTORY</i>
Speak the language using wide range of appropriate vocabulary within context	5	<i>SAITSFACTORY</i>
Speak using correct grammar	4	<i>SATISFACTORY</i>

YEAR OF EXAMINATION: 2006
SERIAL NO: 001158



Principal
SM Lok Yuk Kota Kinabalu
Sabah

KEMENTERIAN PENDIDIKAN MALAYSIA



JABATAN PENDIDIKAN
SABAH



SEKOLAH MENENGAH LOK YUK
KOTA KINABALU

SEKOLAH MENENGAH LOK YUK KOTA KINABALU

SIJIL PELAJARAN MALAYSIA UJIAN LISAN BAHASA MELAYU PERNYATAAN PENCAPAIAN

Calon yang tersebut namanya di bawah telah menjalani **Ujian Lisan Bahasa Melayu** dan memperolehi peringkat pencapaian seperti yang tercatat di bawah.

JEREMY RYAN CHAI TSUN SERH
891025-12-5785

HA005 A098

Konstruk	Peringkat Pencapaian	Keterangan
Kosa kata dan tatabahasa	9	SANGAT BAIK
Sebutan, intonasi dan nada	9	SANGAT BAIK
Kefasihan	8	BAIK
Bermakna	9	SANGAT BAIK

TAHUN PEPERIKSAAN: 2006

NO. SIRI: 001166




Pengetua
SM Lok Yuk Kota Kinabalu
Sabah

KEMENTERIAN PENDIDIKAN MALAYSIA



**JABATAN PENDIDIKAN
SABAH**



**SEKOLAH MENENGAH KEBANGSAAN
LOK YUK
KOTA KINABALU**

SIJIL PENTAKSIRAN AMALI BERASASKAN SEKOLAH

Peperiksaan SPM Tahun 2006

Nama Mata Pelajaran

Kod Mata Pelajaran

SAINS

Nama

1511/3

JEREMY RYAN CHAI TSUN SERH

No. Kad Pengenalan

Angka Giliran

891025-12-5785

HA005 A098

*dianugerahkan Sijil Pentaksiran Amali Berasaskan Sekolah (PEKA)
kerana telah memperolehi pencapaian seperti berikut:*

Kemahiran merancang penyiasatan/eksperimen	:	B
Kemahiran menjalankan penyiasatan/eksperimen	:	B
Kemahiran mengumpul, merekod data dan melukis gambarajah	:	A
Kemahiran menginterpretasi data dan membuat kesimpulan	:	B
Sikap saintifik dan nilai murni	:	B

.....
Tandatangan Pengetua

Tarikh: **01.12.2006**

Cop Sekolah:

No. Siri: **000216**



KEMENTERIAN PELAJARAN MALAYSIA



SEK. MEN. KEB. LOK YUK, KOTA KINABALU

SIJIL PELAJARAN MALAYSIA

2006

Tahun _____

PERNYATAAN PENCAPAIAN KERJA KURSUS PENDIDIKAN MORAL

Calon yang tersebut namanya di bawah telah menyempurnakan kerja kursus Pendidikan Moral dan memperoleh peringkat pencapaian seperti yang tercatat di bawah:

Nama Calon	No. Kad Pengenalan	No. Angka Giliran
JEREMY RYAN CHAI TSUN SERIH	891025-12-5785	HA005 A098

ELEMEN SAHSIAH	SKOR	GRED ABJAD
----------------	------	------------

Berkomunikasi	4	
---------------	---	--

A

Membuat Keputusan	4	
-------------------	---	--

Menyelesaikan Masalah	4	
-----------------------	---	--

ILTIZAM

Aktiviti Kerja Amal	4	
---------------------	---	--

Penyediaan Tugas	3	
------------------	---	--

A

Penglibatan & Peranan	3	
-----------------------	---	--

Kesan Kepada Diri	4	
-------------------	---	--

Penyediaan Bahan Bukti	2	
------------------------	---	--

.....
PENGETUA

Tarikh : 10.10.2006