



GUNASEGERAN KRISHNAN MUTHU

Address

16-4 Jalan Amansiara 1-1, Taman Amansiara,
68100, Batu Caves, Selangor, Malaysia

Contact Number

012-2423158 / 012-2099571

Email

gunasegeran2029@gmail.com

OBJECTIVE

An experienced Human Resources professional with a proven record of expertise in talent acquisition, employee relations, and performance management. Adept at fostering strong team collaboration, resolving conflicts, and driving results through strategic HR initiatives. Skilled in recruitment, compensation management, training and development, and legal compliance. Eager to leverage my experience and skills in HR management to further enhance employee engagement and organizational growth.

EDUCATION

Kuala Lumpur Metropolitan University

Diploma in Journalism (2014)

SMK Taman University

SPM (2005)

PROFESSIONAL EXPERIENCE

Human Resources Manager | Digiphoto Entertainment Imaging Sdn Bhd

February 2022 – Present

- **Industrial Relations:**

Managed employee grievances, disciplinary actions, and conflict resolution, adhering to Malaysian Employment Act and company policies. Collaborated with external agencies and labor unions for dispute resolution.

Successfully conducted domestic inquiries and investigations, ensuring compliance with legal standards.

- **Recruitment & Talent Acquisition:**

Led recruitment for clinical and non-clinical roles, managing the full hiring cycle, from job advertisements to onboarding.

Ensured alignment with operational and long-term strategic goals through targeted hiring and partnerships with external recruitment agencies.

- **Payroll & Compensation Benchmarking:**

Managed monthly payroll, including statutory deductions (EPF, SOCSO, EIS, PCB), and led

compensation benchmarking to maintain market competitiveness.

Worked with senior management on salary adjustments and benefits programs, improving employee retention.

- **Office Administration:**

Oversaw office operations, including vendor coordination, office supplies, and event management, optimizing cost efficiency.

Enhanced office environment and employee satisfaction through thoughtful space utilization and improved facilities.

- **Performance Review & Employee Development:**

Led performance management system and training initiatives. Collaborated with department heads on KPI development and employee career progression.

Key Achievements:

- Reduced employee grievances through improved communication and conflict resolution strategies.
 - Streamlined recruitment processes, reducing time-to-hire.
 - Improved payroll accuracy, leading to enhanced employee satisfaction.
 - Optimized office space, resulting in cost savings.
-

Senior HR Executive | Assunta Hospital

January 2019 – February 2022

- **Industrial Relations & Collective Agreement (CA) Management:**

Led negotiations and administration of Collective Agreement (CA) with union representatives.

Represented the hospital in labor court cases, achieving favorable outcomes in disputes.

- **Recruitment & Talent Acquisition:**

Managed recruitment for clinical and non-clinical positions, ensuring effective onboarding and compliance with hospital standards.

- **Payroll & Compensation Benchmarking:**

Administered payroll and compensation benchmarking, ensuring alignment with industry standards.

- **HR Administration & Policy Development:**

Developed and implemented HR policies and procedures, ensuring regulatory compliance and best practices.

Key Achievements:

- Successfully resolved industrial disputes and improved labor relations.
- Streamlined recruitment processes, reducing time-to-hire.

- Led compensation benchmarking efforts to align salary structures with industry standards.
-

Human Resource Executive | Baba Products (M) Sdn Bhd

January 2016 – December 2018

- **Industrial Relations (IR):**
Managed employee relations, grievances, and disciplinary matters in compliance with Malaysian labor laws.
- **Recruitment & Talent Acquisition:**
Led recruitment efforts for both local and foreign positions, ensuring timely placement and smooth onboarding.
- **KDN Approval & Foreign Worker Management:**
Managed foreign worker permit applications and renewals, ensuring full compliance with immigration regulations.

Key Achievements:

- Successfully handled multiple grievance cases, fostering a compliant work environment.
 - Streamlined recruitment and payroll processes, improving efficiency.
-

Skills & Abilities

- **HR Systems:** Darwin Box, Time Soft, SAP
 - **Software:** MS Office, Adobe Suite (Photoshop, InDesign, Illustrator), CRM, Oracle
 - **Languages:**
 - English: Excellent (Spoken & Written)
 - Malay: Excellent (Spoken & Written)
 - Tamil: Excellent (Spoken & Written)
-

Internship

Radio Television Malaysia (RTM)

- News Writing, Editing, Translating English and Malay news to Tamil.
-

References Available Upon Request