

## Curriculum vitae



**Name:** Gunung Lee

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## About me

Involved in Human Resources industry almost 5 years of experience assisting with and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve department efficiencies. Team player with excellent communication skills. High quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

## Education Background

### **BACHELOR OF SOCIAL SCIENCE ANTHROPOLOGY AND SOCIOLOGY**

- UNIVERSITY MALAYSIA SABAH, MALAYSIA (23<sup>rd</sup> November 2019)
- CGPA: 3.29

### **SIJIL TINGGI PERSEKOLAHAN MALAYSIA (STPM)**

- SEKOLAH MENENGAH KEBANGSAAN TATAU, BINTULU (31 December 2015)
- CGPA: 3.25

## Working Experience

### **OM MATERIALS (SARAWAK) SDN.BHD**

July 2019-2021 (HR Assistant)

1<sup>st</sup> February 2022- 31 January 2023 (HR Junior Executive)- Promotion

1<sup>st</sup> February 2023- Present (HR Executive)-Promotion

#### **1. Immigration Section**

- Proficient in dealing with Immigration Foreign Workers Section and Expatriate Section.
- Expertise in handling AP and EP applications, ensuring timely processing and renewals.
- Diligent in managing work permit renewals based on immigration timelines.
- Effective liaison with Immigration authorities to resolve special cases related to Foreign Workers.
- Competent in handling Memo Periksa Keluar (MPK) and Pendek Pas.
- Responsible for managing MyTravel Pass and MyEntry processes.

#### **2. Labour Department**

- Responsible apply AP Quota for Foreign Workers.
- Ensure all Labour License manual and MSEN renew on-time.
- Liaise with Labour Officers regarding Job Advertisement and career fair.
- Handle Memo Periksa Keluar (MPK) Labour.
- Deal and cooperate with Labour officers regarding any issues related to Foreign Workers.

#### **3. SOCSO and Welfare**

- Competent in registering foreign workers at Portal Assist and ensuring proper documentation.
- Liaison with officers for Career Fair and Job Advertisement coordination.
- Collaboration with officers to provide job opportunities for local people.

#### **4. Insurance**

- Liaise with Insurance agency to purchase Insurance Guarantee and Hospitality (IG & SKPPHA) for Foreign Workers.
- Responsible for any related documentation regarding insurance IG and SKPPHA.

#### **5. Recruitment**

- Active involvement in recruitment processes, including interviews and career fairs.
- Efficiently conducting exit interviews.
- Collaborative approach with the recruitment team

#### **6. Training and Development**

- Active role in preparing Training Plans.
- Responsible for maintaining employee training records.
- Effective communication with trainers to identify department-specific training needs.
- Ensuring training initiatives contribute positively to organizational growth.

#### **7. SDMC Department**

- Responsible regarding procedures entering Sarawak for travellers from Overseas.
- Responsible to ensure all the application Enter Sarawak and E-Health Declaration approve by SDMC.
- Ensure all the Foreign Workers came from overseas follow the procedures that provided by the authority.
- Assist in NRE Sarawak System.

#### **8. ILMU Department (Unit Pengurusan Imigresen dan Buruh)**

- Deal with ILMU Officers regarding any application or issues related to Foreign Workers.
- Monitor all the application and ensure the application is approved by Sarawak State Secretary.

### **KEMENA PLAZA HOTEL**

January 2013-May 2013( Front Desk Assistant)

#### **1. Customer Service**

- Check guest in and out of their room.
- Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- Greet and welcome guests
- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort and forward emails
- Monitor office supplies and place orders when necessary
- Keep updated records and files
- Monitor office expenses and costs
- Take up other duties as assigned (travel arrangements, schedules etc.)

#### **Activities and Interests**

- ART, Reading,Hiking, exercise and Travel

#### **Training**

- Sarawak Labour Ordinance (28<sup>th</sup> -29<sup>th</sup> August 2023)
- EPLKS Borneo Immigration System.

## Linguistic Skills

Bahasa Melayu

100%

English

75%

Mandarin

25%

## Key Skills and Characteristics: My Strength

### Regulatory Compliance Expertise:

- Proficiency in navigating and ensuring compliance with immigration regulations, labor laws, and other regulatory requirements.

### Effective Communication and Liaison:

- Strong communication skills demonstrated through consistent interaction with immigration authorities, labor officers, trainers, and other relevant stakeholders.

### Detail-Oriented and Organized:

- Attention to detail in handling documentation, permit renewals, and various administrative tasks. Ability to keep records organized and up-to-date.

### Problem-Solving Skills:

- Handling special cases and addressing issues related to foreign workers, showcasing your problem-solving abilities.

### Team Collaboration:

- Demonstrated teamwork and collaboration, especially in working with recruitment teams, trainers, and various departments.

### Multi-Tasking and Time Management:

- Efficiently managing multiple responsibilities, such as work permit renewals, coordination of career fairs, and handling diverse tasks in a front desk assistant role.

### Customer Service Excellence:

- Excellent customer service skills exhibited during your time as a Front Desk Assistant in a hotel environment.

### Adaptability:

- Ability to adapt to various roles and responsibilities within the areas of immigration, labor, insurance, recruitment, and training.

### Proactive Issue Resolution:

- Proactive approach to resolving issues, whether related to foreign workers, regulatory compliance, or customer concerns.

### Strategic Planning:

- Involvement in preparing training plans and ensuring the positive impact of employee training on the organization.

### Stakeholder Engagement:

- Proven ability to engage and communicate effectively with a diverse range of stakeholders, including government authorities, immigration officers, labor officers, insurance agencies, and potential employees

<b>Reference</b>
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1) Farah Hanim BT Mohd Dexter Howel

- Junior Hiring Manager-OM Materials (Sarawak) Sdn.Bhd (Year 2020-2022)
- 014-9874870

2) Wee ka Chiew

- Junior Hiring Manager-OM Materials (Sarawak) Sdn.Bhd (Year 2023-Present)
- 016-8667260