



STANLEY SANI

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011-5126 8713

Current Address : Lot 1584, Jalan Cahaya 3D/2 Lopeng 98000, Miri Sarawak

Permanent Address : No, 25 Medan Ginseng Jalan Sibiew Kampung Kemunting 97000, Bintulu Sarawak

Introduction

Currently working in plantation industry under Human Resource Foreigner Workers Department as Human Resource Executive since July 2016 until today. I am experienced in handling foreigner workers recruitment, documentation, full set approval in principle, Welfare or foreigner workers, Insurance and compensation etc. I love to explore other industries such as manufacturing, shipping or in Oil & Gas.

Educational Background

University Of Selangor – Selangor Darul Ehsan

(Shah Alam Branch) September 2012 – April 2016

Bachelor Of Human Resource and Management (Hons)

Graduate in November 2016

Sijil Tinggi Pelajaran Malaysia (STPM)

Belaga, Kapit Sarawak

Sekolah Menengah Kebangsaan Belaga

2010 - 2012

Sijil Pelajaran Malaysia (SPM)

Belaga, Kapit Sarawak

Sekolah Menengah Kebangsaan Belaga

2005 - 2009

Sekolah Jenis Kebangsaan Cina Hock Lam

Kapit, Sarawak

1999 - 2003

Working Experience

Company Name : Sarawak Oil Palms Berhad (SOPB)
Department : Human Resource Foreigner Workers Department
Position : Human Resource Executive
Period of Services : Since 04 July 2016 until current

1. Experience using government official systems such as SANSOLS & MSEN
2. Applying full set of Approval in Principle (AP) for Indian, Bangladesh and Indonesian.
3. Advertise Vacant at Local Newspaper, Perkeso MyfutureJob and Job Sarawak.
4. Oversee the application and renewal process for Working Permits, Labor License and Insurances.
5. Daily duties monitoring and update foreigner worker's update.
6. Hand over compensation to the next of kind.
7. Handle death case of foreigner workers, to repatriation or burial locally.
8. Manage group passport to be surrender to consulate Indonesia.
9. Oversee group of payment daily.
10. Any Ad-Hock task is assigned from time to time.
11. Overseeing and delegating tasks to my teammates.

Language

- Bahasa Iban, Kenyah. (Mother tongue)
- Bahasa Malaysia. (Excellent in written and spoken)
- Bahasa English. (Excellent in written and spoken)
- Bahasa Mandarin. (Able to be spoken casual)

Addition Info

Willing to travel for work domestic / overseas : YES
Willing to work in rural area : YES
Marital Status : Single
Notice : 2 Month
Last Salary : RM3,800.00
Expected : To be discussed.
Reason to Resign : After careful consideration, I have decided to resign from my current position to focus on supporting my aging parent who requires more of my attention at this stage. Additionally, I am seeking new opportunities that align more closely with my long-term career goals and offer greater potential for professional growth and financial advancement. This decision was not made lightly, and I am truly grateful for the experience and support I've received here

Reference

Name: Kong Shuk Chien
Position: Senior HR Foreigner Worker Manager
Company: Sarawak Oil Palms Berhad
Department: HR Foreigner Workers Department