



CONTACT

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EDUCATION

2024 - Dec 2025
EDUK8U-Grad School Asia-NOCN UK
Infrastructure University Of Kuala Lumpur (IUKL)
Executive Master of Human Resources Management

2024 - Dec 2025
Society for human resources management (SHRM)
Advance Certificate In Human Resources Management

2007 - 2010
Open University Of Malaysia (OUM)
Diploma In Management
Major In Human Resources Management

SKILLS

- Workforces Planning
- Human Resources Development
- Talent Acquisition & Succession Planning
- Human Capital Analytic
- Total Rewards & Employee Benefit
- Employee Engagement & Retention
- HR Business Partner (HRBP)
- Strategic HR Delivering Business Results
- Employee Performance Management
- Bussiness Communication
- Human Relation Communication

LANGUAGES

- English (Fluent)
- Malay (Fluent)

MARY CELEMENT KUJAT

HUMAN RESOURCES/ADMIN MANAGER

PROFILE

As a results-driven Human Resources professional, I specialize in driving strategic HR initiatives that enhance organizational effectiveness, employee engagement, and workplace compliance. With expertise across talent acquisition, employee relations, performance management, and HR compliance, I ensure that HR functions align seamlessly with business objectives. I excel in recruiting top talent, fostering a positive work culture, and implementing HR policies that support both business growth and employee well-being. Passionate about training and development, I develop programs that upskill employees while ensuring compliance with industry standards.

WORK EXPERIENCE

- TENAGA KENARI Groups** 2010 - PRESENT
Human Resources / Admin Manager
Kuching, Sarawak, Malaysia
- **Talent Acquisition & Staffing**
Oversee the end-to-end recruitment process for both production and administrative roles. Develop and implement strategic initiatives to attract, retain, and engage top talent.
 - **Employee Relations**
Act as a key liaison between employees and management to address workplace concerns, grievances, and conflicts. Enhance employee engagement and morale through structured programs while managing disciplinary procedures effectively.
 - **Training & Development**
Assess organizational training needs, design and implement development programs, and ensure compliance with industry safety and regulatory standards.
 - **Performance Management**
Drive a high-performance culture through structured performance review systems, coaching, and continuous feedback. Administer recognition programs to reward excellence and productivity.
 - **Compensation & Benefits**
Manage competitive compensation structures, benefits packages, and incentive programs to attract and retain skilled employees within the manufacturing sector.
 - **Health & Safety Compliance**
Ensure full adherence to workplace safety regulations and best practices. Lead initiatives to create a safe, compliant, and risk-free work environment.
 - **HR Policies & Compliance**
Develop, implement, and enforce HR policies in alignment with legal and regulatory standards. Oversee employee documentation and ensure organizational compliance.
 - **HR Strategy & Reporting**
Partner with senior leadership to drive HR strategies that align with business objectives. Provide data-driven insights on staffing, performance trends, and employee retention.

- HUTEN MARINE SDN BHD** 2005-2010
Senior Human Resources / Admin Executive
Kuching, Sarawak, Malaysia
- **Employee Management:** Oversee recruitment, orientation, and training of new staff. Support payroll processes to ensure timely paychecks.
 - **Workplace Health & Safety:** Ensure employee satisfaction by managing workplace health, safety, and working conditions, ensuring legal compliance.
 - **Office Administration:** Handle daily administrative tasks such as database updates, documentation, correspondence, official letters, reports, and meeting minutes.
 - **Procurement Management:** Oversee procurement for shipbuilding operations, ensuring timely and cost-effective material delivery. Expedite supplier follow-ups for deliveries, resolve discrepancies, and manage warranty claims and returns.
 - **Inventory & Logistics Coordination:** Work with warehouse teams to manage stock levels, shipping schedules, and inventory audits. Ensure accurate inventory practices and reconciliation processes.
 - **Shipping Documentation:** Prepare and maintain shipping records, including bills of lading, customs documentation, and insurance forms, ensuring accuracy and compliance.