


LARRY EMMANUEL YAP YEW KING


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PROFESSIONAL SUMMARY

Equipped with strong problem-solving abilities, willingness to go beyond miles to solve problem, and familiar with manufacturing working environment. Poised to contribute to team success and achieve positive results. Ready to tackle new challenges in talent management and development to advance organizational objectives with dedication and enthusiasm.

SKILLS

- i. Problem Solving and Critical Thinking
- ii. Stakeholder Collaboration
- iii. Adaptive Learning
- v. Process Improvement
- v. Performance Measurement Development
- vi. Performance Appraisal Reviews and Reporting
- ii. Learning management
- ii. Recruitment and Onboarding
- x. Employee Retention
- c. Proficient in Microsoft Office Suite and Power BI

EDUCATION

Bachelor of Science (Honors)
Human Resource Development
University Malaysia Sarawak,
Kota Samarahan
GPA: 3.61

LANGUAGE

Full Professional: English, Malay
Native or bilingual: Chinese
Mandarin

COURSE ATTENDED








- Google Data Analytics Professional Course
- IBM Data Analyst Professional Course
- Visualization with Power BI
- Managing Teams Documents
- Powerful Data Analysis and Data Modelling in Excel
- HR Analytics- Build an HR dashboard using Power BI
- HRDCrop Levy Workshop
- HRCI Course

WORK HISTORY

SENIOR HR EXECUTIVE

OM Materials (Sarawak) Sdn. Bhd. / Samalaju, Sarawak







September 2022 - Current

-  Coordinating and supports with leaders to develop performance management scorecards that align with shared organizational objectives.
-  Data reported for scorecards is explored, cleaned, and validated to identify performance trends and drive data-driven corrective actions, resulting in a 15% improvement in reported data quality.
-  Automated performance scorecard reporting tools are created for scorecard owners, reducing report generation time by 20-30%.
-  Closely alert and monitor the scorecard KRAs and constantly updated to reflect changes in responsibilities and address all relevant areas.
-  The annual staff appraisal is initiated, data is analysed, and performance appraisal feedback summaries are generated to ensure timely completion.
-  Regular research and updates are conducted on performance management policies to maintain their relevance and effectiveness.
-  Develop the job skills and knowledge profile and close any gaps identified to ensure the desired competent personnel perform the tasks

HR GENERALIST

Kemena Holding Sdn Bhd / Bintulu, Sarawak












March 2022 - September 2022

-  Overview the company's end-to-end recruitment process and ensure the vacant position filled on-time.
-  Investigate employee complaint and take actions on offended employee to ensure good employee relations maintained.
-  Ensure legalisation of foreign employee by renew and apply employment permit, AP quota and passport.
-  Continuously studied and proposed improvement for the existing policies to maintain their relevancy in responds to changing of the environment.
-  Administered payroll accurately, ensuring timely payment processing while minimizing errors in calculations or deductions.
-  Maintained personnel records and statistical data to establish accuracy and compliance with applicable regulations.

HR ASSOCIATE EXECUTIVE

Press Metal Sarawak Sdn Bhd / Balingian, Sarawak

September 2018 - March 2022

-  Lead the execution of the training initiatives to foster a culture of continuous learning and development around quality standards.
-  Promote the culture of learning and development by staying updated on industry trends and sharing insights with colleagues to inform strategic decision making.
-  Develop training material for multiple in-house competency training to ensure the content is up-to-date and align with SOP and ISO requirement.
-  Established strong relationships with external partners to source relevant industry-specific trainings.
-  Develop competency certification training to ensure the key job task is perform by competent personnel
-  Review and update for the learning and development policies and guidelines.
-  Evaluated training program effectiveness to maximize learning outcomes.
-  Conducting annual training need analysis and annual training plan for developing training plan and budget.
-  Creation of a mentorship program for new hire to accelerate skills transfer.
-  Lead company staff's sports, welfare, recreational and culture committee. To plan annual program, request budget from management, organize events and ensure the participations of employee.
-  Participate in company ISO's committee as auditor and auditees to maintain company ISO certificate by complying to requirement and avoid non-conformity

REFERENCE

John Lee, Deputy Manager, OM Materials Sarawak, 017-866 3006
Jimmy Mak, Manager, Sarawak Energy Berhad, 014-681 2022