

PERSONAL INFORMATION



Name	Nurul Ain Bt Othman	Telephone	017-9567746
Age	34	Email	ainnktn19@yahoo.com
Marital Status	Married	Address	No 18 Lorong 9, Permatang Badak Baru 25150 Kuantan

PERSONAL CHARACTERISTICS

Strategic leader, decision maker and problem solver. Communicate clearly and effectively while operating with a strong sense of urgency.

Experience well in ISO 9001 :2015 and 5S Auditor.

EDUCATION BACKGROUND

TERTIARY EDUCATION

Institution	Polytechnic Sultan Haji Ahmad Shah, Kuantan, Pahang.
Year	2010 – 2012
Level	Diploma
Program	Diploma in Logistics and Supply Chain Management
Current CGPA	3.62 (1 st Class)
Institution	OUM Kuantan
Program	Bachelor of Human Resource Management (On-Going)

SECONDARY EDUCATION

Institution	Sekolah Menengah Kebangsaan Bukit Rangin, Pahang
Year	2004 – 2008
Grades	Sijil Pelajaran Malaysia (SPM) 2008 2A, 2B, 1C, 3D
	Penilaian Menengah Rendah (PMR) 2006 2A, 4B and 2C
	Ujian Pencapaian Sekolah Rendah (UPSR) 2A, 1B and 2C
	2003

SKILLS AND STRENGTHS

LANGUAGE

English	Written: 8/10, Spoken: 8/10
Malay	Written: 10/10, Spoken: 10/10

COMPUTER PROGRAMME

Microsoft Office Tools	Microsoft Word, Power Point and Excel.
Other Skills & Strength	SAP HR2000 (Payroll System)

CURRICULAR ACTIVITIES , ACHIEVEMENTS & AWARDS

No	Activities/Awards	Position/Description
1	Fire Warden 2023-2025	2023-2025
2	Internal Auditor Training ISO 9001 :2015	2022
3	Actively claim HRDF for training. Previous claim up to RM 40,000 (achieved 100%)	2022
4	Seminar Hak Pekerja & Tanggungjawab Majikan	Participant (2022)
5	Panel for Business Logistics Program at POLISAS	Panel (2022)
6	KPI Excellence Award	Staff (2022)
7	KPI Excellence Award	Staff (2021)
8	Training ISO 9001:2015	Participant (2022)
9	Internal Auditor/Committee ISO 9001 :2015	Committee 2021 (2022)
10	UMPH Virtual Run	First Runner Up (2021)
11	Bengkel KWPSM (HRDF)	Participant (2021)
12	Bengkel Tanggungjawab Majikan Terhadap Pekerja	Participant (2021)
13	5S Audits	Internal Auditor (2016)
14	5S by SIRIM	Participant (2016)
15	Kawad Merdeka Petronas Contingent	Participant-Champion for (2013 & 2014)
16	Tarannum Tilawah Al-Quran PC MTBE	Participant
17	Anugerah Kecemerlangan (Dean List)	All semester
18	POLISAS DLS Club	Treasurer (2011) Vice President (2012)
19	Police Cadet Camp	Participant (District Level)
20	Netball Carnival	Participant

WORKING EXPERIENCE

Malaysia Airport Sdn Bhd

Head Human Resource & Admin (January 2024 – Current)

- Work closely with Human Resource Services Department; Corporate Office and assisting in the implementation of the company's activities; policies and procedures as HR Support/HR Local.
- Assist staff in preparing headcounts budgets submission and other relevant reports.
- Perform ad hoc duties; assignments and other activities when directed and required by the superior.
- Record staff's annual leave and other administrative matters in HR Unit.
- Compile HPM appraisal and settings for all HR staff.
- To ensure that all human resources and administration-related activities at Airport are conducted in a timely manner; properly and professionally - prepared and executed accordingly.

Binaan Desjaya Sdn Bhd

Head, HR & Admin

(July 2021 – July 2023)

- To cover the full spectrum of HR & Admin with strong dynamic leadership disposition to support Company and all departments on any matters related to HR & Admin.
- To manage all human resources related activities including recruitment, compensation, career development, performance management, employee relations, training, personnel affairs and administration.
- Implement HR and Administration SOPs and process flows.
- Oversee recruitment efforts for all personnel, including writing and placing job ads.
- Conduct interviews with stakeholders & follow through with hiring processes.
- Conduct new employee induction.
- Maintain and update all human resources records such as new hires, employment confirmation, extension, termination, resignation.
- Handle monthly payroll and salary reports.
- Monthly submission for KWSP/SOCSO/EIS/PCB and yearly filing for employee earning and staff EA.
- Prepare annual manning & department budgets, manpower planning, organisation structure and organisation charts.
- Analyse, develop and implement HRA policies, Employee Handbook, JDs and SOPs.
- Implement & support gap analysis where appropriate in HRA & all departments that coincide with management's aspirations for company's business growth plans.
- Carryout investigations into employee misconduct & related issues and institute due processes including D.I. and appropriate actions.

- Carryout counselling & coaching session with employees, where applicable, to ensure compliance to the expected standards of competence and corrective behaviours of employees.
- Carryout planning & implementation of training & development programmes.
- Liaise with Heads of department for employees' compliance with rules, policies and SOPs.
- Liaise with relevant Government/Statutory authorities in regards compliance with laws.
- Maintain company directory and other organizational charts.
- Establish, maintain, and update personnel files and to ensure confidentiality of all records.
- Provide support and advise stakeholders & management on Employee Relations & Welfare activities.
- Responsible for all general office administration activities including purchasing, refurbishment of office, stationaries & pantry items, dealing with building management and others.
- Assist in the administration to ensure the smooth execution of administration duties.
- To provide secretarial and administrative support.
- Monitor and maintain office equipment, utilities, office stationery, and maintenance of office premises.
- Ability to take on additional duties from time to time as and when the need arises.
- Knowledge in ISO 9001: 2015
- To lead team and to handle the HR & Admin operations.

UMP Holdings Sdn Bhd
Executive, HR & Admin
(January 2018 – June 2021)
Contract

- Ensure HR policies and procedures are consistently administered and aligned. Act as primary contact for the employees and Managers seeking support on HR processes, policies etc.
- Ensure monthly payroll is administered in accordance and in compliance with the local legislation and Company's policies and procedures.
- Maintain and update employment records.
- Administer full spectrum of payroll administration.
- Process and manage payroll at a timely manner.
- Prepare and reconcile monthly payroll reports.
- Compilation of Annual Increment and bonus pay out.
- Process employees' claims.
- Honours confidentiality of employees' pay records.
- Completes payroll reports for record-keeping and management review.
- Prepare and ensure accuracy of payroll calculations, relevant statutory contribution, ie. EPF, Socso etc.

- Keep abreast of changes or amendments to new statutory rules, regulations and internal policies of clients and in response, plan and implement changes to payroll processes or system to ensure compliance.
- Ensure that confidentiality of payroll data is safe.
- Other ad hoc relevant duties as assigned.
- To prepare and manage any HR-related documents—i.e letter of appointment, job confirmation, salary increment, warning letter, termination letter and etc
- To involve in recruitment process.
- To take disciplinary actions to the employees when necessary.
- To assist general office maintenance and upkeep, if necessary
- To assist on organize and managing new employee orientation, on-boarding, training programs, activities, team building etc
- Assist in any related HR duties and ad-hoc assignments as when required.

PETRONAS Chemicals MTBE Sdn Bhd
Supervisor Human Resource
(August 2015 - December 2017)
Contract

Manpower Planning & Budgeting

- Maintain manpower records and update monthly manpower status which includes organizational structure, manpower strength and vacancies status.
- Monthly audit on data integrity of HR Information System.

Recruitment

- Prepare draft advertisement and arrange for advertisement of vacant position.
- Coordinate interview session by setting dates, arrange for availability of panel, liaise with PETRONAS HQ for representative, issuance of all letters related to the interview.
- Prepare candidate summaries for interviewers.
- Prepare recruitment summaries for approval and prepare offer letter
- Prepare and send out reject/KIV letters.
- Reply all external job applications.
- Arrange for new staff reporting for duty
- Process confirmation new staff & monitor probation period

Manpower Service Contract Liaison

- Maintain their leave records/performance record.
- Prepare correspondence with manpower agencies.
- Communication with manpower agencies for supply of contract staff.
- Consolidate overtime and monthly invoicing from manpower agency

Internship Program

- Process monthly allowance for students.
- Monitor student's performance.
- Screening and placement of practical student.
- Management of practical students (uniform loan, allowances, welfare, etc).

Payroll

- Check and verify staff overtime (OT) and salary in system (MY PASSPORT).

PETRONAS Chemicals MTBE Sdn Bhd **Secretary Human Resource Department** **(January 2013 - July 2015)**

- Management of department meetings and engagement sessions which includes scheduling, logistic arrangement and minutes writing.
- Reservations and management of outstation logistic arrangement for all staff within department.
- Review of invoices and staff's claims.
- Management of department's stationeries and refreshment items.
- Prepare department draft correspondence (i.e. emails, memo, letters, etc.)
- Department record keeping and management of filing system
- Management of 5S implementation for department.
- Scheduling and management of appointments and calendar for two Head of Department.
- Ensuring prompt and effective communication between Manager and company departments.

Cryovac Malaysia Sdn Bhd **Internship** **(July 2011 – December 2011)**

- Assist production planner to plan raw material that need to be used monthly, weekly and daily basis.
- Prepare minute of meeting for supply chain department
- Warehouse inventory management via SAP & Physical inspection
- Deal with customers for damaged products/RFCM Complaints.
- Prepare document related to department.

REFERENCE

Reference : Haslan Bin Hamid
Manufacturing Manager
Binaan Desjaya Sdn Bhd
Mobile number: 016-9861686

Reference : En Wan Adli Bin Wan Ahmad
Senior Executive, HR
UMP Holdings Sdn Bhd
Mobilenumber: 09-5492799

Reference : En Azahar Bin Ibrahim
Senior Manager HSE
Petronas Chemicals MTBE Sdn Bhd
Mobile number: 09-5856700

Reference : Pn. Rosmida Bt Abd Ghani
SupplyChain Manager Cryovac Malaysia Sdn Bhd
Mobile number: 012-9081098