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| **FARAH LIZA BINTI JAMILUS**  **PROFILE**  I have 10+ years of hands-on experience in **Human Resources**, including **recruitment** for the various technical and non-technical positions, network, and creativity to attract and map the right talent to the right opportunities.  Implementation of HR Policies, SOP’s Development & Implementation, and organise Team Building. A team player, strong people skills, strong result orientation and sharing the experience.  While searching for new opportunities, I am a part-time certified document translation, editing and proofreading from ITBM Institute, Kuala Lumpur.  **PHONE:**  +60122910644  **EMAIL:**  [farahl02771@gmail.com](mailto:farahl02771@gmail.com)  **TOP SKILLS:** a) Recruiting (Executive Search) b) Communication c) HR Management & Administration d) HR Policies Development & Execution  e) Familiar with basic employment laws in Malaysia, either as direct laws towards the employees or to the employers. For example, revised minimum wage rates have been gazetted and come into force from 1 February 2020.  **ADDRESS:**  Bandar Sunway, Petaling Jaya  **CERTIFICATIONS:**  a) Certificate Editing Workshop of Translation, 23rd to 26th April 2018)  b) Certificate Proofreading Workshop, 9th to 10th July 2018)  C) Certificate OYAGSB KL Professional Development Series “Emotional Intelligence Skills for Leaders & Managers” (UUM KL-24th February 2019)  D) Certificate “Making a Difference” (8th to 10th December 2010)  E) Certificate “Understanding Personality using MBTI.”  F) Labour Laws: Understanding & Its Implementation (1st to 2nd November 2004)  G) Designing & Drafting an Employment Contract (6th to 7th December 2004)  H) How to be an effective trainer (MIM, 1995) |  | Academic history  1. **ITBM (Institute Penterjemahan & Buku Malaysia / Malaysian Institute of Translation & Books** – 12-23rd March 2018)   General Translation Course (Kursus Penterjemahan Am)   1. **Doctorate Business Administration (DBA) - Current**   University: University Utara Malaysia (KL Branch), 2014   1. **MBA** Graduation Date: 2nd Nov 2008   University: University Industri Selangor (UNISEL), Shah Alam  **4.** **Bachelor’s Degree (Hons) 3rd Class**  Combined Subject Program (Human Resource Management and European Studies)  Graduation Date: Feb 2003  University: University of Derby, Derby, United Kingdom WORK EXPERIENCE **A. MPWS Rich Proofreading Bandar Baru Bangi (Part-Time Translator, Editing and Proofreading)** from 2018-Present  **Work Description**:  Translating from English to Bahasa Melayu and vice versa as needed for documents/process/guidelines or company portfolio/documents, translating and proofread for thesis/dissertation/research proposals.  **Work Experiences:**   1. Translating 2000 words from English to Malay for Tourist Company at Melaka, Malaysia and globally. 2. Translating, editing and proofreading academic papers, abstract including questionnaire, Company’s Portfolio or Business Documents, Psychology, Education from English to Malay and Malay to English. 3. Translating documents (Government P&C) for UNIT PEMODEN TADBIRAN DAN PERANCANGAN PENGURUSAN MALAYSIA / MALAYSIAN ADMINISTRATIVE MODERNISATION AND MANAGEMENT PLANNING UNIT (MAMPU) and for UNIT PEMODENAN TADBIRAN DAN PERANCANGAN PENGURUSAN MALAYSIA / MALAYSIAN ADMINISTRATIVE MODERNISATION AND MANAGEMENT PLANNING UNIT (MAMPU). 4. Proofreading documents for the Department of Environment   **B. Altel Communications Sdn. Bhd. (Under Al Bukhary Group) –Telecommunications**  Position Title: Executive Human Resource from March 10th, 2014 -June 2014 (6 months contract)  **Key Responsibilities Handled-*Recruitment & Selection:***   1. **Carry out recruitment activity:** such as the development of job description and person specifications, job advertisements, reviewing candidates, shortlisting, organise the interview, prepare interview report, placing job offers, reference checks, employee verification, job offers, preparation of appointment letter, job release letter and exit interviews. 2. **Strong communication and project management skills** specialise in assessing and hiring job candidates, helping onboard new employees, and developing retention efforts. Handle employee engagement provides training and team-building programs. 3. Knowledgeable in Malaysia Labour law regulations and compliance. 4. Implementation of HR procedures and processes, train new and existing employees and arranging for employee orientation. 5. Lead, design, and execute training calendar, collaborate with end-to-end management to enhance employees' knowledge and career development.   **Achievement:**   1. Successfully negotiating for developing teambuilding programs, writing personnel manuals, corporate policies, and job descriptions. 2. Revise job descriptions across all levels (**start-up company)** and interviewed employees to construct an accurate picture of the duties and skills required for each position. 3. **Conducting new hire orientation program** to include HR information and company resources.   **Professional Summary Skills (Recruitment, Selection & On-boarding):**     1. Familiar conducting interviews with multiple candidates to identify the one with the most potential and experience in management and human resources. Highly organised and familiar with completing several complicated administrative tasks simultaneously. 2. Familiar with interview situations and experienced in the human resource field. Experience in management and leadership, delegating tasks and training recruits. 3. Strong attention to small details, capable critical thinking, evaluation, and analysis. Organised and strong multitasking abilities. 4. **Company Name: Bumi Armada Berhad (Oil and Gas)**   Position Title: Human Resources Strategy (Recruitment and administration) - Senior Executive (CONTRACT 3 MONTHS) from November 5th 2012-January 2013 Key Responsibilities Handled:  1. **Responsible handling professional foreigners**to recruit the next best talent to the companies: Previously initiate countries such as Africa and Indonesia. 2. **Carry out end-to-end recruitment activity:** including the development of job description and person specifications, Job advertisements, reviewing candidates, Short-listing, organize interview and assessment tests, prepare interview report, placing job offers, Reference Checks, Employee verification, Job Offers, Preparation of appointment letter, Job release letter and exit interviews. 3. **Create a summary report of the highest qualified** and most talented candidates to be presented to the hiring manager. 4. Devise a recruitment strategy with a focus on employer branding to fill all vacant positions promptly while building a talent pool for all critical posts.   **Achievement:**   1. Newly created position or replacement with a quick analysis of the core skills required and those needed in the future. Conduct job analysis if the area is new to the department. 2. Replacement considers the following such as classification level, tasks carried out by previous employees, budget, work hours, jobs to be removed or added, and position purpose. 3. Ensuring vacancies are filled within the agreed timeline by interviewing, analysing responses, verifying references, comparing qualifications to job requirements. 4. **Tadmax Resources Berhad**     Position Title: Assistant Manager Human Resource (Contract) - August 2012-October 2012  **Key Responsibilities Handled:**   1. Responsible for managing the HR function and HR administrator 2. Policy development, reviewing, and monitoring of all HR practices and policies according to Labour law. 3. Develop and updating staff handbook and induction. 4. **Setting up the new role of the HR processes and procedures** in developing recruitment strategy and selection techniques. 5. Coaching the HR team payrolls and other generalist duties.   **E. Sunway Group Berhad: Sunway Integrated Properties Sdn. Bhd. & SunwayMas Sdn. Bhd.**  Position Title: Human Capital Development Executive - July 1st 2009-October 23rd 2012 Key Responsibilities Handled:Work Description: SOCSO, AIA claims, conducting internal training, induction programme, leading 'Buddy Programme’, recruiting, career fairs, involve staff engagement such as team-building.A company oriented professional with experience in recruiting, staffing, retrenching people. Efficient in interviewing and assessing the people.Employee Record Administration, Change Management.Devise a recruitment strategy with a focus on employer branding to fill all vacant positions promptly while building a talent pool for all critical posts.To oversee the HR operations for HR processes compliance and HR Audits. **Achievements:**   1. Work together exposure for practical HR agenda, essential steps to review along with the other Business heads, and organizational leadership team. 2. Experience during the merging with other sub-Sunway companies. 3. Newly created position or replacement with a quick analysis of our core skills required and those needed in the future. Conduct job analysis if the posts are new to the department. 4. Review the new hire orientation programs to include HR information and company resources. 5. Work together with the IT department to set up the HR portal.   **G. Company Name: Optimax Laser Eye Specialist Centre (Healthcare Industry)**  Position Title: Human Resource Executive - March 2004-January 2005 (furthering studies)  **Key Responsibilities Handled:**   1. Assisted in advising employees on employee relations issues and ensures compliance with company values, policies, and procedures. 2. Reconcile monthly purchasing card for HR department purchases and assist with the new hire and benefits orientation sessions held monthly or when required.   **H. Company Name: Boral Concrete (M’sia) Sdn. Bhd. (Concrete Supplier Industry)**  Position Title: Personnel Executive (Junior) - April 1995-Nov 1997 (furthering studies)  Work Description: Recruitment and payrolls. SALARIES Will provide as requested |
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