



NOR ASIYAH ROZAIN

Human Resource Executive

I am looking for an avenue where my knowledge and capability can be fully utilized with an opportunity to excel in the future and becomes a valuable asset to the organization.

Contact

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Email

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Address

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40170 Shah Alam
Selangor

Education

2013-2015

Master of Business Administration

CGPA 3.81

Universiti Kebangsaan Malaysia

2009-2013

Degree of Human Resource

Management

CGPA 3.53

Universiti Utara Malaysia

2008-2009

Course: Physical Science

CGPA 3.06

Johor Matriculation College

2006-2007

SPM 8As 2Bs

Sekolah Berasrama Penuh Integrasi
Temerloh

Experience

○ 2013 - 2019

MNRB Holdings Berhad

Human Resource Executive

I was responsible to administer HR operations in accordance to the established guidelines and policies. I am experienced in handling full spectrum of employee benefits which inclusive of medical, leaves and attendance, staff insurance, staff loans, staff claims, SOCSO, etc.

Duties:

- Provide guidance to employees on day to day basis on HR related matters.
- Conducting studies for medical services and cost comparisons, insurance, and for other ad-hoc matters as and when necessary.
- Conducting studies on comparison with other companies' employee benefits in order to enhance the company's employee benefits package.
- Preparing yearly budget for staff medical and insurance.
- Dealing with health providers for establishing credit facility, enquiries and payments.
- Preparing monthly reports on medical and leave and attendance or when required by supervisors.
- Preparing yearly budget for staff medical and insurance.
- Processing staff claims.
- Analyzing trends of MC and leaves taken by employees and providing reports and action plans on it.
- Revising policy/ SOP for staff medical benefits, staff insurance and staff claims.
- Reviewing and updating insurance policies, terms and conditions where applicable.
- Handling SOCSO cases by making report SOCSO when the needs arise and proceed with claims until completion.
- Involved in organizational design to ensure departmental functions are aligned with the company's goals.
- Involved in Career Ladder projects.
- Participating in job fairs.



NOR ASIYAH ROZAIN

Human Resource Executive

Skills

Good communication
Good in writing (English)
Fast learner
Focused
Work well in team

Language

English
Bahasa Malaysia

Experience

○ August - October 2012
MATRADE Jakarta, Indonesia
Trainee

Duties:

- Assisting the Trade Commissioner in day-to-day business operations.
- Organizing business meetings for local and international counterparts.
- Participating in international trade exhibitions and expo.
- Identifying new business opportunities by approaching local entrepreneurs.
- Doing market surveys for business penetration plans.
- Became the intermediary between Malaysian and Indonesian entrepreneurs who wish to secure business opportunities in both countries.

Courses and Trainings

- Kursus Obligasi Majikan Terhadap Akta KWSP
- Bengkel Tanggungjawab Majikan Terhadap Pekerja
- Working in Teams by People Performance
- Empowered to Succeed by People Performance

Reference

Norehan Md. Ariff

Assistant Vice President,
MNRB Holdings Berhad

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Fatimah Tahir

General Manager, Inhanna

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