





ZURIANA BINTI ZAKARIA

HUMAN RESOURCE GENERALIST

CONTACT

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Selangor

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SKILLS

Recruitment & On boarding

Employment Law

Benefit and Compensation

Organizational Communication

Talent Management

Performance Management

Leadership

ER & IR

Strategic Planning

Familiar with regulatory requirements:

- Malaysia Labour Law Act
- Occupational Safety & Health Act
- Industrial Relations Act

Computer Literacy:

- Microsoft Words, Power Point, Excel
- EPE, CNL (Payroll)
- UBS (Time Attendance System)
- SAP Success Factor – HRIMS
- SPSS

PROFILE

Experienced HR leader specializing in professional and organizational development, with a strong track record in staff growth and talent management. Proficient in designing and executing HR strategies that align with organizational goals, fostering employee engagement and enhancing performance. Well-versed in compliance standards for staff development within the education sector, both nationally and internationally.

WORK EXPERIENCE

HR Officer cum HR Leader– HR Generalist

August 2022 – Current

FORMEE SDN BHD - Hybrid @ Cyberjaya
Sister Company SOUTHERN CROSS
EDUCATION INSTITUTE (SCEI), Australia

Melbourne & Adelaide Campus

- Leading end-to-end recruitment, emphasizing offer issuance.
- Spearheading employee relations, performance management, and compliance.
- Providing leadership in policy updates and HR team supervision.

Cyberjaya Office

- Overseeing expatriate visa applications and compliance.
- Taking charge of recruitment, onboarding, and industrial relations.
- Managing administrative tasks and maintenance services.

Assistant Manager – Human Resource

Dec 2021 – July 2023

Richworks International Sdn Bhd

Learning & Development

- Developed on boarding procedure.
- Supported reporting managers / Leaders in setting learning and development budgets. Arrange training provision, monitor effectiveness, and take action as appropriate.
- Maintained accurate training records. Analysed and provide management information with recommendations.
- Ensured proper Utilisation of HRDF fund.

Employee Engagement & Employee Relation

- Implementation of Activity Calendar
- Embrace Technology initiate employee's activity
- Initiate effective communication among the employees.

Senior Executive – HR Generalist

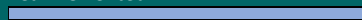
Aug 2017 – Nov 2021

Manipal International University (MIU)

- Improved recruitment processes for compliance and high-quality hires.
- Developed and retained talent while controlling costs.
- Managed academic staff, performance management system, and employee engagement.
- Provided strategic management guidance and budgeted payroll.
- Ensured legal HR compliance and maintained records.
- Administered learning budgets and optimized HRDF funds.
- Coordinated appraisals, benefits, and expatriate visas.
- Supported audits and tracked Teaching Permits for academic staff.

STRENGTH

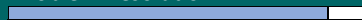
Team-Oriented



Flexibility and Adaptability



Problem Resolution



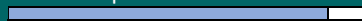
Research and Analysis



Record Keeping



Leadership



PROFESSIONAL MEMBERSHIP

Malaysian Institute of Human Resource Management (MIHRM) (Since Dec 2009)

LANGUAGES

Excellent in both Bahasa Malaysia and English language

AWARDS & RECOGNITION

Awarded as **Best Starter** for year 2022 at **SOUTHERN CROSS EDUCATION INSTITUTE (SCEI) & SOUTHERN CROSS EDUCATION INSTITUTE – HIGHER EDUCATION (SCHE)**

Awarded as the **Best Teamwork** (Principal Office) for FYR 2012/2013 at **MSU College** formerly known as **PUSAT TEKNOLOGI DAN PENGURUSAN LANJUTAN (PTPL)**

Awarded for the **Best Beyond Expectation Staff** for Turnaround for 2nd Quarter 2012/2013 at **MSU College** formerly **PUSAT TEKNOLOGI DAN PENGURUSAN LANJUTAN (PTPL)**

Awarded for **Best Attendance for No Late Coming** for FYR 2010/2011 at **UMW TOYOTSU MOTORS SDN BHD**

HR Officer

Management & Science University (MSU)

Industrial Relation

Oct 2015 – July 2017

- Directs job classifications and agreements.
- Advises on HR practices and laws.
- Shapes staffing and compliance.
- Resolves employee issues.
- Ensures regulatory compliance.
- Manages productivity and absenteeism.

Secondment to MSU Colleges – HR Leader

Dec 2012 – Sept 2015

- Align College of Management with organizational vision and mission.
- Develop employee development and talent management strategies.
- Ensure documentation compliance for audits (MQA, KPT, ISO).
- Design and efficiently administer HR policies and processes.
- Create reward and recognition programs for employee motivation.
- Oversee performance and potential management processes.
- Contribute to ISO 9001 certification achievement for the College.

Learning & Development

Aug 2011 – Nov 2012

- Propose and develop new development and talent programs.
- Create long and short-term strategies and plans.
- Manage training records and HRDF compliance.
- Monitor academic staff development in SLAB agreements.
- Identify project requirements and develop plans.
- Organize and lead project teams.
- Monitor project progress and report to management.

Human Resource & Admin Executive

Feb 2008 – Jul 2011

UMW Toyotsu Motors Sdn Bhd

- Managed exit interviews, leave, and contracts.
- Ensured government compliance (EPF, SOCSO, I/Tax).
- Developed HR policies and oversaw payroll.
- Conducted recruitment and appraisals.
- Handled medical claims and disciplinary matters.
- Led projects, cut costs, and engaged in company activities.

Human Resource Executive

Oct 2006 – Dec 2007

SPM Engineering Sdn Bhd

- Managed recruitment, contracts, and appointment letters.
- Coordinated staff training and statutory registrations.
- Handled work permits, foreign welfare, and HRDF training grants.
- Engaged with NIOSH for safety committee matters.

EDUCATION

Master of Human Resource Management (MHRM)

2012

Open University Malaysia

Bachelor of Business Administration (Human Resource)

2004

Universiti Tenaga Nasional (UNITEN)