



SETIA PERKASA BIN ISMAIL

Permanent Address: PPL 21, No 13, Kampung Permatang Palas, 82200, Benut, Johor

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An HR Generalist practitioner that appreciates the core values of **honesty, responsibility, and integrity** in any work given while executed them with **great discipline**. With good **time management and attention to details**, I'm looking forward for career progression in **Industrial Relations & Employee Relations, HR Systems and Payroll**.

EDUCATION

Bachelor's degree in Defence Human Resource Management (2015 – 2018)
Universiti Pertahanan Nasional Malaysia
Graduated with **CGPA of 3.63**

PROFESSIONAL SKILLS

INFO-TECH HRMS

Basic

SAGE UBS PAYROLL SYSTEM

Intermediate

AVIATION MAINTENANCE OPERATING SYSTEM (AMOS)

Basic

MICROSOFT OFFICE

WORDS *Intermediate*

EXCEL *Intermediate*

POWERPOINT *Intermediate*

TEAMS *Intermediate*

OUTLOOK *Intermediate*

ADOBE

PHOTOSHOP *Basic*

PREMIERE PRO *Basic*

AFTER EFFECTS *Basic*

SONY VEGAS PRO *Basic*

CAPCUT *Intermediate*

LANGUAGES

BAHASA MELAYU

Spoken *Advance*

Writing *Advance*

ENGLISH

Spoken *Intermediate*

Writing *Intermediate*

WORKING EXPERIENCE

EXECUTIVE, HUMAN RESOURCE

Sapura Resources Berhad, Selangor (Fixed Term Contract)

March 2021 – Present | Salary: RM 3,300.00

- Handling **all HR and administrative matters** for Sapura Technics (existing tasks prior to the **transfer to Sapura Resources Berhad**)
- Involving and assist with **strategic planning in finding investors** to sustain Sapura Technics' business
- Part of project team that handles **Sapura Technics' winding down and cease of operations**
- Liaising with Jabatan Tenaga Kerja and Jabatan Perhubungan Perusahaan in relation with **Sapura Technics' Constructive Dismissal cases**
- In charge of Sapura Resources Berhad **talent management from recruiting to onboarding of staff** including **training arrangement** of staff
- Assisting in Sapura Resources **employee relation** matter such as issuing Show Cause and Domestic Inquiry
- Assisting in administrative tasks and any other ad hoc tasks as and when required

EXECUTIVE, HUMAN RESOURCE

Sapura Technics Sdn. Bhd., Johor (Permanent)

Feb 2019 – Feb 2021 | Salary: RM 3,000.00

- Worked closely across multiple departments during the initial set up stage to have better understanding on **Maintenance, Repair & Overhaul (MRO)** operations & business objective
- Engaged with **full sets of recruitment and staffing logistic process** while managed to save up until 20% of recruitment budget for most hire
- Conducted **onboarding process** through new hire induction on company's profile, terms and condition of employment including issuance of PPE
- Involved with **training arrangement, compensation and benefits, employee relations** in accordance with **Employment Act, Industrial Relations Act and Aviation Notices**
- Prepared monthly **payroll with Sage Payroll System** in accordance to required law and submitted the necessary reports (payroll and statutory) to Finance Department for records
- Liaised with Sapura Resource Berhad and **regulatory authorities** (HRDF, EPF, SOCSO, LHDN, CAAM, AVSEC) for matters pertaining to Board Meeting and statutory related matters
- Involved with **cost cutting measure** on manpower budget during COVID-19 pandemic
- Monitored **company's fixed assets and inventory listing** including stationeries and pantry stock count
- Maintained and arranged company vehicles for **insurance and road tax renewal including maintenance service** besides monitoring of mileage usage, fuel consumption via logbook records.

PREFERENCES

WORK LOCATION

Selangor, Kuala Lumpur, Johor

AVAILABILITY

3 Months' Notice (Currently Serving)
Available to start on May 2023

TRANSPORTATION

Motorcycle B Licence
Car D Licence, GDL (D)

WILLINGNESS TO RELOCATE

Yes

SALARY EXPECTATION

RM 4,000.00 (Negotiable)

REFERENCES

MUHAMMAD HELMI YUSOF

Manager, Human Resource
Sapura Resources Berhad
+6012-761 1797

NURLIYANA BAHARUDDIN

Manager, Corporate Services
Sapura Technics Sdn Bhd
+6012-257 3821

NURHANA RAFIUDDIN

Academic Advisor
Universiti Pertahanan Nasional
Malaysia
+6013-969 8262

SAFETY & HEALTH CUM ADMINISTRATION OFFICER

Ah Hai Industries Sdn Bhd, Johor (Permanent)

July 2018 – December 2018 | Salary: RM 1,500.00

- Conducted **daily safety briefing** for all ground workers
- Monitored employee attendance and absence records
- Patrolled and **issued summons for negligence in complying with safety policy** especially in terms of PPE usage
- Inspected and **assessed production machineries and equipment maintenance** including employee training
- Dealt with **government authority** (DOSH, DOE, JBPM) for sustaining the compliancy with OSH Law
- Liaised with Jabatan Imigresen Malaysia on **renewal of foreign staff's passport & work permit**
- Handled **emergency accidents** at workplace and **staff health issue**

EXECUTIVE CONSULTANT

Victor Group of Companies, Kuala Lumpur (Internship)

September 2017 – December 2017 | Allowance: RM 400.00

- Managed the vacancy and **job advertisement posting** for all position in Jobstreet, Internsheep and Facebook.
- Conducted **recruitment** for interns through the process of phone interview, shortlisting selected candidate to be called for interview and issuance of letter of offer once selected for hire
- Involved with **monthly staff payroll** for both permanent and interns
- Updated the stationery **inventory list** that includes getting quotation from various stationery provider and do receiving for purchased goods
- Conducted **orientation briefing and company induction** for new interns
- Updated the Orientation Briefing File and Internship Program File
- Involved with monthly Jabatan Tenaga Kerja Report and handling company's KWSP issues
- In-charged of the monthly **Disciplinary Report** of Staff that focuses on punctuality and work etiquette
- Control the Over-Time Form and Petty Cash Claim Form
- Handled **staff complaint and welfare** on daily basis
- In-charged of the weekly Duty Roster and lunch schedule arrangement

ACHIEVEMENTS

- 2023 INFO-TECH HRMS CERTIFICATION**
Completed training course for E-Payroll & E-Claim Info-Tech Software
- 2019 TRAIN THE TRAINER CERTIFICATION**
Completed training competency to conduct in-house training
- 2018 FINAL YEAR PROJECT (Thesis) – The Relationship Between Employee Benefits, Employee Empowerment and Workplace Condition towards Employee Satisfaction: A Study at Victor Group of Companies**
The thesis was published as Research Journal in 2019
- 2018 DEAN LIST (Semester 2, 3, 5, 6 & Short Semester 1, 2)**
GPA above 3.5 each
- 2017 UPNM SUPREME COUNCIL OF RESIDENTIAL COLLEGES**
Multimedia & Communication Executive Council
- 2017 UPNM PEERS LEADER**
Co-founder of Peers Leader | Multimedia & Communication Executive Council
- 2017 Konvensyen Kelab PEMADAM IPT Kali Kedua**
Project team & Multimedia Crew
- 2016 SEMINAR DAN MISI SUKARELAWAN MASKUM**
Organizer & Committee Member of volunteering and charity events

INTERVIEW APPRAISAL FORM



Name : Setia Perkasa Bin Ismail Position : Date :

Interviewer's name : Designation : Dept :

PHYSICAL APPEARANCE	Unpleasant appearance <div style="text-align: right;">1</div>	Appears to lack energy <div style="text-align: right;">2</div>	Good physical appearance <div style="text-align: right;">3</div>	Appears fit and alert <div style="text-align: right;">4</div>	Exceptionally energetic <div style="text-align: right;">5</div>
TRAITS	Nervous and embarrassed <div style="text-align: right;">1</div>	Stiff and uncomfortable <div style="text-align: right;">2</div>	comfortable and at ease <div style="text-align: right;">3</div>	Alert and free of tension <div style="text-align: right;">4</div>	Unusually self possessed/alert <div style="text-align: right;">5</div>
CONFIDENCE	Shy, retiring, arrogant <div style="text-align: right;">1</div>	Submissive, and argumentative <div style="text-align: right;">2</div>	Reasonably self assured <div style="text-align: right;">3</div>	Shows self confidence <div style="text-align: right;">4</div>	Self assured and inspires confidence <div style="text-align: right;">5</div>
EXPRESSION OF IDEAS	Unclear and illogical <div style="text-align: right;">1</div>	Not well defined or expressed <div style="text-align: right;">2</div>	Makes sense <div style="text-align: right;">3</div>	Convincing thoughts <div style="text-align: right;">4</div>	Exceptionally good and logical <div style="text-align: right;">5</div>
EXPERIENCE	No experience at all <div style="text-align: right;">1</div>	Experience not suitable but helpful <div style="text-align: right;">2</div>	Fair experience <div style="text-align: right;">3</div>	Experience suits job <div style="text-align: right;">4</div>	Experienced. suits job very well <div style="text-align: right;">5</div>
EDUCATION	No education at all <div style="text-align: right;">1</div>	Basic education but not enough <div style="text-align: right;">2</div>	Sufficient education <div style="text-align: right;">3</div>	Has relevant qualifications and certificates <div style="text-align: right;">4</div>	Has additional qualifications, Diploma/Degree <div style="text-align: right;">5</div>
MOTIVATION & AMBITION	No motivation and ambition <div style="text-align: right;">1</div>	Little interest, seems to be complacent <div style="text-align: right;">2</div>	Interest fair, and reasonable desire to succeed <div style="text-align: right;">3</div>	Definite future wants to succeed <div style="text-align: right;">4</div>	Ambitious, high aims, planned aims, of success <div style="text-align: right;">5</div>
COMMUNICATION SKILL	No skill at all <div style="text-align: right;">1</div>	Little skill <div style="text-align: right;">2</div>	Reasonable amount of skill <div style="text-align: right;">3</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill <div style="text-align: right;">5</div>
SUPERVISORY SKILL	Lacking in such skill <div style="text-align: right;">1</div>	Has skills but not enough <div style="text-align: right;">2</div>	Reasonably skilled <div style="text-align: right;">3</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill and experience <div style="text-align: right;">5</div>
ADAPTABILITY	Incompatible <div style="text-align: right;">1</div>	Alright but not good enough <div style="text-align: right;">2</div>	Reasonably sufficient <div style="text-align: right;">3</div>	Good adaptability <div style="text-align: right;">4</div>	Can definitely adapt well <div style="text-align: right;">5</div>
TOTAL					

Recommendations for employment : YES / NO / KIV

Comments :

Signature of Interviewer : Basic salary : Allowances :

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :