



# Chee Hang Woo

Manager Human Resources

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## 01 PROFILE

I'm a passionate HR Practitioner in Manufacturer industry. I have more than 15 years of experience in Human Resource field. Lets grow together and achieve higher.

## 02 EMPLOYMENT HISTORY

Jul 2021 — Present

Batu Caves

### Group HR Manager at Box-Pak (Malaysia) Bhd

Human Resources

- Compensation and Benefits
- Trade Union & Collective Agreement
- Recruitment & Selection - Local & Foreign Worker
- Liaise with auditor for customer audit
- Ensure on-boarding process run smooth
- Employee Engagement
- Training & Development

Safety & Health

- Ensure safety & health compliance with the OSHA within the company premises
- Liaise with Gov body when come for inspection

Admin

- Managing receptionist and all related admin matter.

Sep 2020 — Jun 2021

BATU CAVES

### Group Human Resources and Administrative Manager at Moltec Precision Sdn Bhd & Grandstand Icon Sdn Bhd

- Tracked HR issues to resolution and escalated as needed
- Identified company setbacks and developed and implemented solutions.
- Supervised HR Coordinator.
- Completed HRIS data entry, reporting, auditing, and processed payroll requests.
- Managed virtual and onsite onboarding and offboarding.

May 2020 — Aug 2020

Batu Caves

### Group Assistant HR & Admin Manager at Moltec Precision Sdn Bhd & Grandstand Icon Sdn Bhd

Jun 2019 — May 2020

Petaling Jaya

- Tracked HR issues to resolution and escalated as needed
- Identified company setbacks and developed and implemented solutions.
- Supervised HR Coordinator.
- Completed HRIS data entry, reporting, auditing, and processed payroll requests.
- Managed virtual and onsite onboarding and offboarding.

## Group Human Resources Manager at CPI FC Holding Sdn Bhd

- Helped to plan and implement new HR policies, procedures, and standards.
- Demonstrated a strong understanding of positive HR practices.
- Led recruitment efforts and training of new employees.
- Assisted with recruitment and training of new employees, while also monitoring the productivity of current employees.
- Processed payroll and distributed paychecks to employees.
- Assisted in creating documentation for all new hires, and continued to build files in accordance with HR protocol.
- Reported important events and incidences to Directors.
- Handled all HR procedures with confidentiality and ethics.

Jan 2015 — Feb 2017

Damansara Height

## Senior Human Resources Executive at BE Group

### Payroll

- Supporting 7 outlets of the restaurant, retails and franchise school.
- Running payroll for 250 employees salaries.
- Liaise with the government body especially in KWSP, SOCSO & Income Tax.
- Using Boss Net system in the company.

### Admin

- Preparing variance reports to the Management as per requested.
- Work closely with the General Manager to overcome staff discipline issue.

### Recruitment & onboarding

- Preparing a letter of employment to new join staff
- Preparing increment, transfer and promotion letter to the staff.
- Source and arranging an interview for the Hiring Manager.
- Conducting orientation to the new join staff.

### Compensation & Benefits

- Calculate the staff Annual Leave, Medical Leave and other leave designated in the company policy.
- Approved staff medical claims

### HR Management

- Update the company policy from time to time.
- Create workflow or process flow to ensure the process run smooth.

Jun 2014 — Nov 2014

Petaling Jaya

## HR Executive at Hume Concrete

#### Payroll

- Supporting 6 factories and HQ to generate over 250 employees salaries.
- Liaise with the government body especially in KWSP, SOCSO & Income Tax.

#### Compensation & Benefits

- Calculate the staff Annual Leave, Medical Leave and other leave designated in the company policy.
- Approved staff medical claims

#### Foreign Worker Matters

- Apply for the permit and attend the necessary meeting with the government body.
- Work closely with the Factory Manager to plan the headcount of Foreign worker.
- Liaise with the Foreign Worker Agent to deliver the FW on time to the respective factory.
- Arrange for renewing foreign worker work permit and cancellation.
- Prepare a necessary document prepare and certify before sending them back to their country home.

Feb 2013 — May 2014

Kuala Lumpur

## Senior Human Resources Executive at Intraco Group

#### Payroll

- Supporting 2 factories and HQ to generate over 250 employees salaries.
- Liaise with the government body especially in KWSP, SOCSO & Income Tax.
- Implemented HR2000 system in the company.

#### Admin

- Preparing variance reports to the Management as per requested.
- Provide advice and solution to factories in Sabak Bernam and Ulu Tiram.
- Cost reduction. Able to reduce the company OT cost by total RM 60k in 3 months and yet increasing in production.
- Work closely with the Factory Manager to overcome staff discipline issue.

#### Training

- Conducted a team building for the company including factory and HQ.
- Outline the 1-year training program for the factory staff as well as HQ staff. This is compliance with the company ISO procedure.
- Make full use of HRDF fund to maximize the training advantage to the staff.

#### Recruitment & onboarding

- Preparing a letter of employment to new join staff
- Preparing increment, transfer and promotion letter to the staff.
- Source and arranging an interview for the Hiring Manager.
- Conducting orientation to the new join staff.

#### Compensation & Benefits

- Calculate the staff Annual Leave, Medical Leave and other leave designated in the company policy.
- Approved staff medical claims

#### HR Management

Update the company policy from time to time.

- Create workflow or process flow to ensure the process run smooth.
- Managing 2 subordinate (HR Assistant)

#### Foreign Worker Matters

- Apply for the permit and attend the necessary meeting with the government body.
- Work closely with the Factory Manager to plan the headcount of Foreign worker.
- Liaise with the Foreign Worker Agent to deliver the FW on time to the respective factory.
- Went to Manila to hire 2 expatriate Engineer to work in factory. Get the work permit done.
- Arrange for renewing foreign worker work permit and cancellation.
- Prepare a necessary document prepare and certify before sending them back to their country home.

Feb 2009 — Feb 2012

Kuala Lumpur

## Senior Human Resources Officer at Asia Aquaculture Sdn Bhd

#### Payroll

- Supporting and generating over 1000 employees salaries.
- Liaise with the government body especially in KWSP, SOCSO & Income Tax.

#### Admin

- Main contact with property agency and salesperson to arranged accommodation to the Management and salesperson.
- Liaise with the company salesman in-terms of road tax renewal, summon and car swapping.
- Preparing variance reports to the Management as per requested.
- Provide advice and solution to 13 farms and hatcheries including processing plants throughout the whole Malaysia.

#### Recruitment & onboarding

- Preparing a letter of employment to new join staff
- Preparing increment, transfer and promotion letter to the staff.
- Source and arranging an interview for the Hiring Manager.
- Conducting orientation to the new join staff.

#### Compensation & Benefits

- Calculate the staff Annual Leave, Medical Leave and other leave designated in the company policy.
- Approved staff medical claims

#### HR Management

- Update the company policy from time to time.
- Create workflow or process flow to ensure the process run smooth.
- Managing 2 subordinate (HR Assistant)

### 03 EDUCATION

Jan 2021 — Aug 2022

Kuala Lumpur

#### **EDUK8U Grad School Asia & SHRM**

Executive Master Human Resource

Graduate with pass and double certification from EDUKL & SHRM

May 2006 — Jun 2008

Kuala Lumpur

#### **University Tunku Abdul Rahman College**

Diploma in Human Resource Management

Jan 2001 — Dec 2005

Ipoh Perak

#### **St Michael Ipoh Institution**

SPM

### 04 SKILLS

Microsoft Office

HR 2000 Payroll Software

Boss I Net Payroll Software

### 05 LANGUAGES

English

Bahasa Malaysia

Mandarin

### 06 REFERENCES

References available upon request

### 07 COURSES

Dec 2021 — Dec 2021

#### **OSH Coordinator at Humanology**

Mar 2019 — Mar 2023

#### **MMIHRM at MIHRM**

### 08 EXTRA-CURRICULAR ACTIVITIES

Dec 2021 — Present

Gombak

#### **TVET Program, Box-Pak (Malaysia) Bhd & KJ Group**

HR Leader to lead the group for looking for TVET student to place in the company.