

## Ravi Kumar a/I Suresh

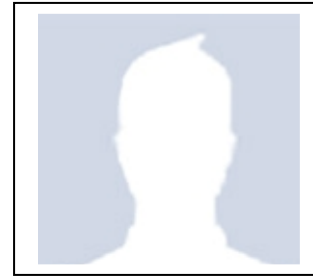
No. 160, Jalan Utama

Taman Bintang Utama

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## Objective

A professional HR career specializing in strategic management by aligning the capabilities of the workforce with the ongoing and future business plans and requirements of the organization.

## Profile Summary

- More than 3 years of experience in the construction industry.
- Goal-oriented Human Resources Generalist with proven capabilities in recruiting, training, benefits administration and employee relations program.
- An innovative problem-solver with the flexibility to adapt and communicate effectively with all levels of people.

## Work Experience 2007 – till now

### HR Executive, Asia First Construction Sdn Bhd

Feb 2007 till now

Job Level	Junior Executive
Job type	Permanent
Industry	Construction/Building
Job Specialization	Human Resources
Monthly Salary	RM2600
Job Responsibilities	<div>Recruiting<ul style="list-style-type: none"><li>• Administration of applicants' selection, interviewing and testing.</li><li>• Dealing with job sites and recruitment agencies on manpower needs.</li></ul></div> <div>Training<ul style="list-style-type: none"><li>• Involved in training needs analysis.</li><li>• Coordinate on orientation program and seminars.</li></ul></div> <div>Benefits administration<ul style="list-style-type: none"><li>• Liaison with insurance agent on matters pertaining to premium payments and disputed claims.</li><li>• Administration of medical and dental benefits</li></ul></div> <div>Reporting<ul style="list-style-type: none"><li>• Submit statutory reports to government agencies.</li></ul></div> <div>Staff welfare<ul style="list-style-type: none"><li>• Organize activities to foster closer relationships among staff.</li></ul></div>

Achievements	<ul style="list-style-type: none"><li>• Revised job descriptions for more than twenty different positions of the company.</li><li>• Created an orientation manual for easy facilitation.</li><li>• Did a comparative study on staff benefits of current market practice and submitted a proposal of revision to management.</li><li>• Cohesive working relationship among staff resulted from activities organized.</li></ul>
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## Academic Qualifications

University Technology Malaysia

Degree in Bachelor of Science (Human Resource Management), 2006

CGPA: 3.01

## Skills

Skill	Proficiency	Years of experience
Interviewing	Intermediate	3
Training & Event coordination	Intermediate	3
Conduct TNA	Intermediate	2
JD Edwards System	Intermediate	3
MS Office (Word, Excel, Powerpoint)	Advanced	6

## Languages (0=Poor, 5=Excellent)

Language	Spoken Proficiency	Written Proficiency
English	5	5
Bahasa Malaysia	4	3
Tamil	4	1

## Other Particulars

Date of birth	3 <sup>rd</sup> July 1984
Nationality	Malaysia
MyKad/Passport	840703-14-5411
Gender	Male
Marital Status	Single
Willingness to travel/relocate	Will consider
Own transport	Yes
Expected Salary	RM3000 & above
Availability	1 month's notice