



NUR FARHAIN BINTI ANUAR

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OBJECTIVE

Technical expert in HR systems; SAP HCM and SuccessFactors in multiple modules who leverages on extensive experience in troubleshooting queries, Passionate and motivated by challenging work and have high interest on the learning opportunity and development for career growth

SKILLS

Success Factors, BI Reporting

QUALIFICATION

WORK EXPERIENCES

HR SENIOR SPECIALIST • DKSH • OCT 2021 - PRESENT

- Provide functional/domain expertise and translate HR/business requirements to technical teams
- Supervise projects and coordinate all team members involved to keep projects on track
- Communicate project timeline changes and new information to team; track project changes and adjust schedules as needed
- Participate in project design meetings and propose improvements, strategize with project manager when needed
- Manage project related documentation by ensuring all necessary materials are current, properly file and stored
- Provide support to Global HRIS team on system troubleshooting via ticketing system

Modules involved: PMGM, SCDP, Compensation, Recruiting, Onboarding & Reporting

HR ANALYST • BHP BILLITON • MARCH 2016 – OCT 2021

- Providing daily operational support by troubleshooting, analyzing and resolving issue.
- Act as SME in People System functionality and technical components and serve as Tier 1 support to the employee
- Support resolution of incidents reported by end users.



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**BACHELOR BUSINESS
ADMINISTRATION
(HONS) IN HUMAN
RESOURCE
MANAGEMENT**

Universiti Teknologi
Mara (UiTM)

- Perform annual, monthly and weekly reports and activities that involve Compensation, Talent, Performance, Reporting modules
- Template creation and Launch form for Performance, Reward, KPI and Development module.
- Dashboard creation for Talent, Performance, Succession, KPI and Development module.
- Participate in system implementation projects involving SuccessFactors modules and ensured compliance with current HR policies and processes
- Engaging with Technology Support and other business stakeholders for system improvement opportunities and analyzing quarterly release updates impacts to current processes
- Participate in User Acceptance Testing (UAT) when required
- Propose improvement initiatives to existing processes, systems and practices.
- Provide internal training within team (new joiner) and across the team for Annual Reward Review related

Modules involved: Compensation, Employee Central, Learning, Talent & Succession, Performance, Feedback Surveys, KPI & Development Planning

**ASSOCIATE BUSINESS ADMIN • SHELL GLOBAL SOLUTIONS (GSMY)
• JULY 2014 – DECEMBER 2015**

Provide administrative and organizational support for team that consist of 15 engineers. Engaged with others stakeholder who remotely working at Bangalore, Singapore, Miri and Brunei. Handling onboarding and off boarding of the team. Involved in coordinating large scale workshop/event/conference. Coordinate office supplies, preparing documentation for visa applications of various countries, travel arrangement for businesses, tracking invoices and POs and generating statistics on team utilization.

**HR ASSOCIATE • SHELL BUSINESS SERVICE CENTRE SDN. BHD
• MARCH 2014 – JUNE 2014**

Assisting year end income statement for Singapore and Malaysia. Handling CPF refund for year 2013 and follow up on CPF refund for year 2012

**ADMIN OFFICER • MONASH UNIVERSITY MALAYSIA
• SEPTEMBER 2013 – MARCH 2014**

Assisting in consolidate student's data and handling view exam script. Consolidate International Students' attendance as well as experience in organizing mini project (Best Award Graduation Ceremony)

ACHIEVEMENT

BHP BILLITON

Workstream Lead for Annual Reward Review (July 2020 – September 2020)

Outstanding performance, dedication and contribution to GAS HR (September and October 2016)

2018 Annual Reward review – minimal case incident (reduction of 68% of incident raised compared to previous year)

SHELL GLOBAL SOLUTIONS

Organizing Regional engineering Leadership Team workshop
Coordinate Regional Material, Mechanical and Inspection (MMI) Conference

Contribution to overall P&T 2014 SERP Typewriting Result

Contribution to resolution of outstanding issues with 6 contractors for BSP (PO worth USD 6million)

Recognition organizing Away Day for PTE/PEIM (MMI) Team

Special Recognition Award of overall of the 2015 PTE Safety Day

VOLUNTEER EXPERIENCE OR LEADERSHIP

Support in Continuous Improvement activity

Leading People Systems Workstream for 2020 Reward Cycle project

Coordinate Annual Reward Review 2017

Involve in Case Management Sprint 2&3 2017

Involve in ARIS Project 2017

BHP Rebranding Project 2018

Rebranding of Parent Company Name

Launch Performance, Development, KPIs form globally

Involved in various of User Acceptance Testing (UAT)

MISCELLANEOUS

Availability: 3 Month Notice Period