



RAFTAWATIE AZHARIE

No. 12A, Jalan Pinggiran USJ 2/5,
Taman Pinggiran USJ,
47600, Subang Jaya, Selangor.

HP: 019-6659681 Email - raftawatie@gmail.com

HR professionals with more than 10 years' experience in managing and coordinating human resource functions while facilitating the planning and execution of policies and procedures. Specialised skills in Learning and Development, Talent Management, Competency Development and Performance Management.

PROFESSIONAL EXPERIENCE

MASS RAPID TRANSIT CORPORATION SDN BHD

Assistant General Manager, Strategic Human Resource

November 2012 – Present

LEARNING & DEVELOPMENT

- Strategize, plan, develop, lead and manage the implementation of a group-wide training and development framework for the company.
- Develop structured learning management system through job competencies and organizational core competencies. Inculcate organization values and culture through effective reorientation programs.
- Implement and manage effective and efficient MRT Corp Training & Development Program based on Training Needs Analysis (TNA) and other related training requirements.
- Plan and publish the In-House Training calendar yearly and assess the success of development plans and help employees make the most of learning opportunities.
- Plan, monitor and review annual Training Budget as to ensure adequate budget and resources for MRT Corp learning and development.

COMPETENCY DEVELOPMENT

- Develop and published the Core Competencies, Functional Competencies framework for MRT Corp employees.
- Initiate and monitor the assessment for all competencies framework and link the competencies gap results for employee's development and career enhancement.
- Lead the competency development function and identify the relevant development activities as to ensure the competencies gaps being improved.

TALENT MANAGEMENT

- Plan, develop and execute the Talent and Succession Management Framework for MRT Corp.
- Lead, manage, organize and coordinate all Talent Management activities for MRT Corp especially on Talent Development programs and Succession Planning.
- Support talent review sessions to identify talent with key stakeholders using assessment tools.
- Regularly interface with business leaders to design and present project materials and toolkits, answer questions and provide necessary information related to Talent Management processes and initiatives.

PERFORMANCE MANAGEMENT

- Lead, plan and manage the performance management process/cycle in effective and efficient manner in order to ensure compliance to the PMS guidelines and procedures.
- Lead the annual performance management process and ensure it is effectively communicated to all employees.
- Track, update and compile the organization/divisional KPIs in order to measure performance and ensure implementation of the KPIs.

MALAYSIA AIRLINES SYSTEM

Manager, Marketing & Administration

January 2011 – October 2012

- Develop and implement marketing strategy for MAS Academy so as to generate revenue and optimize the usage of existing facilities in line with Human Capital Transformation Plan and Company's objective.
- Manage all contracts, agreements and Service Level Agreements entered by MAS Academy with 3rd party customers and suppliers and ensures due diligence are observed and met.
- Manage and coordinate for Human Potential Development department budget, payment and invoicing.

MALAYSIA AIRLINES SYSTEM

Senior Executive, Talent Management

May 2008 – December 2010

- Manage, organize and coordinate Leadership Development programs, Management Development programs, Coaching programs companywide.
- Ensure timely and accurate training records and training feedback.
- Ensure suppliers provides quality deliverables as per contract.
- Manage and coordinate for Group Human Resources Budget and Risk Management.
- Talent Coordinator for GLC projects initiated by Khazanah.

MALAYSIA AIRLINES SYSTEM

Expenditure Accountant

October 2003 – April 2008

- Ensure accurate and timely payment of invoices relating to all divisions except Flight Operations and Technical & Ground Operations
- Ensure proper and accurate accounting records according to Company Accounting Policies.
- Ensure prompt clearance of suspense accounts. Monitor and review/analyse Expenditure Variance statements (EVS).
- Ensure prompt submission of statutory and financial reports to relevant authorities / departments.

EDUCATION

MULTIMEDIA UNIVERSITY, 1999 - 2003

Bachelor of Business Administration (Hons) majoring in Banking & Finance

SEKOLAH MENENGAH KEBANGSAAN TINGGI PEREMPUAN MELAKA, 1994 -1998

REFERENCES

1. Abdul Mutallif Abdul Manaf
Director, Strategic Human Resource, Mass Rapid Transit Corporation Sdn Bhd
019-263 7796
2. Zainudin Ismail
Chief of Talent, Boustead Holdings Berhad
011-36052029
3. Dato' Najmuddin Abdullah
Chief Communication & Consumer Marketing Officer, Pharmaniaga Berhad
019-338 7777
4. Mahmood Abdul Razak
Head, Group Strategic Communications, DRB Hicom Berhad
017-636 3525

NOTE:

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