



FATIN DALILA HAZWANI BINTI MOHMED AZMIN

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Career Objectives:

- i. To serve your organisation with full dedication and high responsibility, and to contribute to the organisation's growth and success.
- ii. Seeking opportunity that would enhance professional growth in Talent Management, Succession Planning, and developmental of Human Resource projects.
- iii. Position requiring innovative, challenging employment that will utilise my knowledge and skills and offer advancement of opportunity in career ladder.

Career Achievements:

- i. **Aeon Co (M) Bhd**
 - Successfully established Talent Management framework and SOP
 - Developed Aeon's Talent Pool for identified critical positions
 - ***On-going project:*** New Manager Development Program for successor pool
- ii. **Boustead Heavy Industries Corporation Sdn Bhd(10 Departments, 5 Business Units/Subsidiaries)**
 - Successfully develop BHIC's Successor Pool and Talent Pool and create job success profile for all critical positions
 - Established in-house 360 Assessment Tool
- iii. **Pos Malaysia Berhad(overseen for PosNiaga, total headcounts 3,000 all over Malaysia)**
 - Managed to fulfill vacancies within 45 days as per policy & procedure
 - 1st runner up for Best in-house Recruiter in Pos Malaysia
 - Appointed as Subject Matter Expert for Pos Malaysia Change Management Initiatives
 - Project Manager for State Manager Development Programme
 - Appointed as one of Change Agent for "We Deliver Packages of Happiness" initiative.
- iii. **Alloy Consolidated Sdn Bhd (currently AlloyMTD Bhd-overseen HQ & 3 subsidiaries)**
 - Managed to recruit temporary toll attendants during festive seasons (Hari Raya Aidilfitri and Chinese New Year)
 - Proposed to recruit people with special needs (disable person/OKU) to work as toll attendants
 - Managed to fulfil vacancies within stipulated time as per company's policy

Education:

- i. 2003 – 2007: BSc Human Development and Management, Universiti Putra Malaysia
 - ii. 2001 – 2003: Diploma in Human Development, Universiti Putra Malaysia
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Working Experience**[September 2022 – Present]**

Manager, Talent Management, AEON Co. (M) Bhd

Talent Management

- i. Support Head of OD to manage leadership and talent pipelines by defining / refining talent management framework (strategies), processes, and tools.
- ii. Lead, manage, and implement talent management initiatives (end-to-end processes) across the organisation
- iii. Develop and maintain talent pool (database) to support both organisation's needs and individual career growth.
- iv. Program Manager for development programs and other organisation development / strategic programs, incl. CEO Power Breakfast, Senior Management Coaching & Mentoring, Management Trainees, etc.
- v. Partner with Talent Management Committee, HBU, HRBP, and SMEs (internal / external) to:
 - Identify learning needs (competency gaps) of talents
 - Design and develop innovative solutions
 - Implement the programs
 - Measure the program impact

[May 2022 – September 2022]

Talent Management Specialist, Century Software (M) Sdn Bhd

Talent Management

- i. Assist the Chief People Officer in talent management strategy in end to end process from development, implementation of programs and systems.
- ii. To identify suitable tools and methods to implement Talent Management plans, programs and activities.
- iii. Collaborate closely with HODs to develop career development plan for employees.
- iv. Develop and propose improvement to current Talent Management process and practice

Performance Management

- i. Review communication materials related to performance to ensure alignment with all performance management policy and practices.
- ii. Guide analysis related to performance ratings and indices to highlight any anomalies and exceptions.
- iii. Monitor the administration and documentation of performance calibration sessions to ensure timely completion of the calibrations.

[April 2019 – May 2022]

Senior Executive, Talent Management, Boustead Heavy Industries Corporation Sdn Bhd

Talent Management and Succession Planning

- i. Support Senior Manager in developing overall Talent Management Strategy.
- ii. Identify all critical positions and the needs of Successors for each position.
- iii. Responsible in developing Successor profile and keep it upto-date for all critical positions.
- iv. Identify relevant assessment tools to assess Successor/Talent.

- v. Perform competency gap analysis, develop Individual Development Plan (IDP) and identify relevant training or development program to close the gap.
- vi. Executing the learning and development programs for Successor/Talent
- vii. Keep track of Successor/Talent performance and provide feedback/update to the Management when needed
- viii. Develop Successor/Talent retention program and monitor the progress
- ix. Review and monitor the progress of company-wide Succession Planning program and highlights program adjustment, where and when needed.

Organisation Design

- i. Support Senior Manager in developing and enhancing job analysis/design process.
- ii. Assist in organisational structure and functional structure review initiative.

Learning & Development

- i. Training Needs Analysis and Identification (TNA/TNI), plan and design training calendar for organisation
- ii. Recommend and implement training/development programs and then evaluate and measure effectiveness of the programs
- iii. Manage day-to-day L&D operations

[August 2013 – March 2019]

Associate II, Human Capital, Pos Malaysia Bhd

Talent Management (July 2016 – March 2019)

- i. Execute Talent Management Program for Pos Malaysia Group
- ii. Responsible in all Talent Management process – Identifying, Assessing, Developing and Retaining.
- iii. Responsible in ensuring that all pivotal positions are filled with competent Successors, by providing update report to Talent Management Committee/ Management.
- iv. Develop Individual Development Program (IDP) and plan with Pos Learning Centre for suitable training or development program for Successors and Talents.
- v. Administer training program for Successors and Talents.
- vi. Focal contact person with DRB-Hicom Group in term of Talent Management Program in Pos Malaysia.

Recruitment and Staffing (August 2013 – June 2016)

- i. Overseeing all recruitment and staffing activities in Business Unit (Pos Niaga).
- ii. Plan and prepare the monthly manpower report and Annual Manpower Planning for Business Unit.
- iii. Review, revise and prepare job description for recent and new positions in Business Unit.
- iv. Monitor manpower/ recruitment process in Business Unit (prepare recruitment proposals and report, resume screenings, interview and hiring).
- v. Prepare job advertisement to find suitable candidate internal or external.
- vi. Update Organisation Chart and monitor manpower turnover.

[January 2010 – July 2013]

Executive, People Team, Ernst & Young Sdn Bhd (EY)

Student Affairs

- i. Coordinate with Professional Bodies on staff professional examinations such as MICPA, MIA, ACCA, CPA Australia and ICAEW.
- ii. Liaise and coordinate with tuition providers such as Sunway University and Taylor's College in term of staffs' professional exams registration, classes and tutorials.
- iii. Ensure staff's professional examinations and registrations run accordingly.
- iv. Provide reports and updates on staffs' result and performances.

Recruitment

- i. Assist the Recruitment team in Campus Hiring for local universities.
- ii. Execute EY's on-boarding program for new hire.

[June 2007 – December 2009]

Recruitment Executive, Alloy Consolidated Sdn Bhd (currently AlloyMTD)

- i. Overseeing recruitment process in the company
- ii. Plan and prepare the yearly manpower proposal for Departments and Subsidiaries
- iii. Prepare advertisement for vacant positions in printed and electronic media
- iv. Select suitable candidates and conduct interview
- v. Prepare Contract of Employment, Extension Contract and Staff Confirmation letter
- vi. Revise and prepare job description, organisation chart and monitor manpower requisition
- vii. Provide report on yearly manpower turnover

Personal Skills and Strengths

- i. Able to work with minimal supervision, very fast learner, hardworking, can communicate with all level and friendly with others
- ii. Able to read/write and converse in Bahasa Malaysia and English
- iii. Good-natured tolerance and a team player.

Other Information

- i. Expected Salary: RM8,500 (negotiable)
- ii. Notice Period: 1 month
- iii. Referee: Upon request.

"I authorize your handling of my personal details as per "The Malaysian Law Personal data Protection Act 2010 (PDPA 2010)."