

# MUHAMMAD FARIS

- SENIOR HUMAN RESOURCE BUSINESS PARTNER & TRAINING DEVELOPMENT SPECIALIST
- CERTIFIED HUMAN RESOURCE OFFICER -MIHRM
- BACHELOR OF ECONOMICS (HONOURS) SPECIALIZE IN FINANCE

## PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability and willing to work with a **great sincerity** towards my **commitment, dedication** and hard work for the benefit of the workplace in line with its mission where quality, **professionalism** and **priorities** are well defined.

## CONTACT

-  A6 Jalan Enggang, Taman Desa Enggang, 08000 Sungai Petani, Kedah
-  agfaris14@gmail.com
-  +6013 585 9559
-  Faris Fauzi

## SPORT

Badminton  
Horse Riding  
(trained by Col. Fakharuzi, Military Equestrian & Royal Pahang Equestrian Trainer)

## SKILLS

- Communication & Networking
- Multi-task
- Strategic Planning
- Agile

## EMPLOYMENT HISTORY

### First Solar, Senior HR Business Partner and Training Specialist

SEP 2018 - CURRENT

- HR Business Partner (Quality Department)
- Full spectrum of HRG support to business partner client to ensure zero or minimal disruption to their operation performance
- Disciplinary case investigation and propose the right action to be taken
- Training Specialist
- Full spectrum of training plan based on Training Master Plan (Plan and administer)
- Prepare reports based ISO Standard
- Administer HRDF grant and claim submission, any issues related to HRDF
- International HR Business Acumen Series - Organizing and Core team (Manage HR from Malaysia, Singapore, Vietnam, India and Japan)
- Responsible Business Alliance
- Newly appointed as RBA Core team
- YE Program 2021 & 2022 Core Team

### Toll Global Forwarding, Operation Officer

MAR 2018 - JUL 2018

- In-charge of forwarding for Adelaide, Australia

## EDUCATION BACKGROUND

- Mini MBA, USM & ITD
- International Islamic University Malaysia  
Bachelor of Economics (Honours), CGPA: 3.65  
First Class Degree & Rector's List
- Center for Foundation Studies, IIUM  
Foundation in Economics and Management Sciences
- Sekolah Menengah Sains Kubang Pasu (8A 1B)

## AWARDS

- Rector's List Award
- Dean's List Award (for every semester)