



AIN FATEHAH MOHD KAMARUL ZAMAN

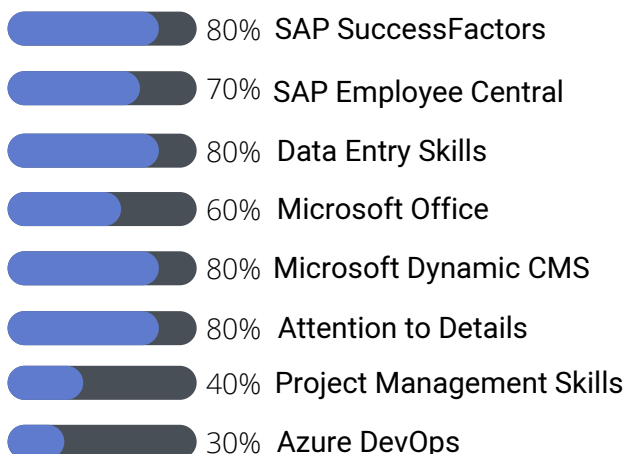
CONSULTING DEVELOPMENT ANALYST

+6012-2430464
ainfatehahmkz@gmail.com
12 August 1992
No. 30, Jalan DM 1/11,
Taman Desa Mas,
48000 Rawang,
Selangor.

ABOUT ME

A diligent, hard-working with agile mind set. I am a person who strive for career improvement and stability. With 4 years of experience as a HR Data Administrator for international mining company that handles more than one payroll accounts under SEA countries and Australia. Currently shifting my career as a Consulting Development Analyst where I am assigned under SAP Centralize Finance Project as a Project Management Office (PMO). With the ability to work creatively and analytically in a team-oriented, problem-solving environment, I am looking for a job that can offer me a specialize skills based on my previous and current working experience.

SKILLS



WORK HISTORY

Consulting Development Analyst

Accenture Solutions

October 2021 to Present

Supporting a role as Project Management Office (PMO) Analyst in a Centralize Finance SAP S/4HANA project for one of the local oil and gas company in Malaysia. Responsible in ensuring the project's deliverables are moving within the set timeline. Housekeeping all the reports before presenting to the client. Used asset accelerators such as PowerBI and Azure DevOps to track the progress within workstreams for each project's phases. Gained cross-industry experience while building a diverse set of core consulting skills, including business analysis, process improvement and technical expertise. Play an essential role in helping clients shape their organization from a people, process and technology perspective. From offering strategic insights to utilizing personalized methodologies for implementation, the role will help drive successful delivery of new solutions to the clients every day.

Administrator HR Data Management

BHP Shared Services Malaysia

June 2017 to September 2021

Managed master data update of employee lifecycle for in-house payroll (Australia, Malaysia, Singapore, Philippines, United Kingdom) and outsource payroll (China, Japan, India) via HR system - SAP SuccessFactors and Employee Central. Validate and perform remuneration updates, job information change, location transfer and personal details updates of BHP employees from diverse locations. Responsible in updating statutory contributions like Superannuation, Centrelink, EPF and CPF, SSS and HDMF. Supported ad-hoc HR reporting, Year End Activities for Philippines payroll area and Annual Reward Review clean up activities for Australia employees. Prepared documentation updates for process maintenance upgrade.

EDUCATIONAL BACKGROUND

Universiti Putra Malaysia (UPM)

October 2013 - February 2017

Bachelor of Arts (English Language)

- Minor: Interpretation and Translation
- CGPA: 3.49

Kolej Professional MARA (KPM)

July 2010 - September 2013

Diploma in English Communication

- CGPA: 3.47

LEADERSHIP

- Delegate in absence of team leader to handle the teams daily tasks and resolve any outstanding issues of the day.
- Trainer for team development mini project on improving Basic English Communication Skills and Project Coordinator for Excel Training.
- Volunteer as a trainer to provide refresher trainings to the team members.

LANGUAGES

 100% Malay

 80% English

REFERENCES

Chan Song Ian

Lead HR Data Management
BHP Shared Services Malaysia
T: +6012 312 6393
E: songian.chan@bhp.com

Mathavi Nagandran

Lead HR Data Management
BHP Shared Services Malaysia
T: +6012 981 8085
E: mathavi.nagandran@bhp.com

ACHIEVEMENTS

- Support Annual Reward Review Activities of the whole BHP populations. The activities involved such as clean-up employees' salary information, update new salary increment for the new financial year, upload bonus payments and fix data entry issues that can cause the remunerations changes not reflected correctly.
- Actively support in pre and post Philippines Year End activities (data testing, data clean up) from data team perspective and working collaboratively with Payroll team for the live tax form generation for the first time in BHP which involving for the whole Manila employees population.
- Received acknowledgement certificate from Payroll team members on the cooperation while involving in Year End Project and other Philippines related tasks such as Close of Pay activity and statutory payments.
- Involving in stakeholders meeting as a representative of the team with credit card vendor (AMEX) and Finance Team. This is to close the gap in processing and authorizing application process and to provide the access within HR team members.
- Producing process instruction for AMEX credit card application, Philippines Tax Form for BIR 2316 process and updating existing process instruction like Annex A to Form 4A for SG PR Application as reference for the whole team.
- Becoming a subject matter expert (SME) to the team members for certain process and constantly provide the team with refresher trainings to upgrade our skills and knowledge.
- Provide intensive training on Australia Personal Details and Bank Details update to Enquiry Team members for knowledge transfer due to transition process.
- Trainer for Oh My English project which aim to improve on English communication as a team development.