



## Farah Hani Roslan

Head, Talent Management  
DRB-HICOM BERHAD

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## Experience

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20 years of total experience

Apr 2021 - Present  
(Promoted - 2 years)

### Head, Talent Management

DRB-HICOM BERHAD | Selangor, Malaysia

Industry	Automobile / Automotive Ancillary / Vehicle
Specialization	Human Resources
Role	Management
Position Level	Manager

Mar 2020 - Mar 2021  
(1 year 1 month)

### HRBP (Secondment - Subsidiary of DRB-HICOM)

PHN Industry Sdn Bhd | Selangor, Malaysia

Industry	Automobile / Automotive Ancillary / Vehicle
Specialization	Human Resources
Role	Recruitment/Staffing
Position Level	Manager

Sep 2017 - Mar 2020  
(2 years 7 months)

### Head, Human Capital (Secondment - Subsidiary of DRB-HICOM)

DRB-HICOM Defence Technologies Sdn Bhd | Malaysia

Industry	Government / Defence
Specialization	Human Resources
Role	Management
Position Level	Manager

Manage a team of 14 direct subordinates and 3 indirect subordinates for full spectrum of human capital for Shah Alam, Pekan, Melaka and Nilai offices.

1. Provide advisory services to business and top management on human capital matters in addressing employee issues and concerns.
2. Plan, organize and control the activities and actions of the Human Capital department so as to ensure compliance with labor and industrial laws and regulations in the provision of HC.
3. Manage talent and succession planning
4. Provide direction and leadership to cultivate capability building of employees to ensure performance is aligned in meeting the organization's business goals.
5. Participate in the implementation of specific projects, procedures and guidelines either initiated internally or by the Group of DRB-HICOM in meeting the strategic goals of the organization.
6. Support change management processes.
7. Resolve conflicts through positive and professional mediation
8. Prepare budget for the department

Apr 2015 - Sep 2017  
(2 years 6 months)

## **Talent Acquisition, Employee Relations & Employer Branding**

DRB-HICOM BERHAD | Selangor, Malaysia

Industry	Automobile / Automotive Ancillary / Vehicle
Specialization	Human Resources
Role	Recruitment/Staffing
Position Level	Manager

For Group Talent Acquisition portfolio: -

- 1) Manage full recruitment activities for DRB Group and assisted more than 50 operating companies. This includes cooperating with operating companies for recruitment drive, career fairs and strategic recruitment initiatives, i.e. Manpower rationalization.
- 2) Campus recruitment, career fairs and talks, industrial visits, and more)
- 3) Collaborate with Talent Management team established graduate programs, assessment centers, talent profiling and any other talent related projects
- 4) Handle all sorts of Recruitment Drive for DRB-HICOM Management Trainee Programme
- 5) Develop & implement Employer Branding strategies for DRB-HICOM Group, through the identification of company & subsidiaries' unique selling propositions. Leverage on existing recruitment tools and processes to build recruitment branding initiatives with the aim of attracting & retaining talents. Aim to turn employees into Brand Ambassadors of the Company to strengthen DRB-HICOM Group's image.
- 6) Main PIC for Group Human Capital's Annual Management Plan (budget)

For Employee Relations portfolio:-

- 1) Manage Employee Relations roadmap including program initiatives and facilities improvement for DRB-HICOM at group level as well as for national events
- 2) Plan and execute special projects for Employee Relations/ Engagement initiatives for DRB-HICOM Group
- 3) HRBP role and build good working relationship line managers and heads of department and heads of HR (more than 50 subsidiaries)
- 4) Handle info to be published and manage info consolidation for Human Capital Bulletin

Oct 2014 - Mar 2015  
(Promoted - 6 months)

## **Assistant Manager Talent Acquisition & Special Projects**

DRB-HICOM BERHAD | Selangor, Malaysia

Industry	Automobile / Automotive Ancillary / Vehicle
Specialization	Human Resources
Role	Recruitment/Staffing
Position Level	Assistant Manager

- 1) Handle end-to-end recruitment activities and assist more than 50 operating companies. This includes cooperating with operating companies for recruitment drives, career fairs, and strategic recruitment initiatives.
- 2) Acting head for the recruitment team when required.
- 3) Acting HR Head for HICOM HBPO (a subsidiary of DRB-HICOM Berhad)
- 4) Handle special assignments for division, i.e.: Annual Management Plan, 5S, Risk management reporting, etc...
- 5) Certified AHRI (Australian Human Resources Institute)
- 6) Certified PSMB Train The Trainer (Top 3 bespresenters for the course)

Aug 2013 - Sep 2014  
(1 year 2 months)

### **Liaison Officer / Special Officer To Head Of Human Capital**

DRB-HICOM BERHAD | Selangor, Malaysia

Industry	Automobile / Automotive Ancillary / Vehicle
Specialization	Human Resources
Role	General HR
Position Level	Assistant Manager

- 1) Assist the General Manager of GHC in day-to-day job and coordinating GHC projects (HQ-subsiidiaries).
- 2) Liaise with internal or external parties, pertaining to any GHC matters and attend meetings or events as and when assigned by Head of GHC.
- 3) Coordinate GHC Weekly meeting, compile updates from respective unit heads and go through all related issues or initiatives during the meeting.
- 4) Prepare HC monthly reports for submission to GMD's Office and highlight key matters for General Manager's attention and action.
- 5) Prepare HC quarterly update for board meetings submission to GMD's Office.
- 6) Project manager for Group Human Capital's Annual Management Plan (budget)

Oct 2012 - Jul 2013  
(10 months)

### **Senior Recruiter, Talent Acquisition**

DRB-HICOM BERHAD | Selangor, Malaysia

Industry	Automobile / Automotive Ancillary / Vehicle
Specialization	Human Resources
Role	Recruitment/Staffing
Position Level	Senior Executive

- 1) Responsible for all the activities in full cycle of recruitment, selection, and hiring for HQ level. This includes all activities in planning, sourcing, prescreening, interviewing, and hiring.
- 2) Monitor the hiring activities in accordance to manpower budget so as to avoid over-hiring.
- 3) Conduct orientation for new hires
- 4) Develop recruitment planning strategies with Talent Acquisition & Resourcing team
- 5) Attend career fairs for recruiting and company recognition
- 6) Liaise with DRB operating companies to ensure that group hiring direction and requirements are complied with. If need be, audit is to be conducted and recommendation is to be made for operating company HR to improve on recruitment and hiring process.
- 7) Writes and places job advertising via various publishing/broadcasting channels. Competent in the necessary sourcing methods in generating the CVs such as on-line job portal (Jobstreet, JobsDB, etc) and social network such as LinkedIn.
- 8) Deal / liase with approved NGO's or related statutory bodies in outreach the targets
- 9) Involve in the Annual Manpower Planning exercise. Compile and collate the annual manpower budget for top management's review and approval.

Aug 2012 - Sep 2012  
(2 months)

### **Senior Executive, Group Human Resource**

CCM Berhad | Kuala Lumpur, Malaysia

Industry	Chemical / Fertilizers / Pesticides
Specialization	Human Resources
Role	Organizational Development/Change Management
Position Level	Senior Executive
Monthly Salary	MYR 4,200

- 1) Manage talent management programs for CCM divisions
- 2) Create centralized talent management tools, processes, and procedures
- 3) Facilitate management meetings to understand human capital needs

Apr 2011 - Jul 2012  
(1 year 4 months)

## **Talent Acquisition Executive**

CCM Fertilizers Sdn Bhd | Selangor, Malaysia

Industry	Agricultural / Plantation / Poultry / Fisheries
Specialization	Human Resources
Role	Recruitment/Staffing
Position Level	Senior Executive

Managed recruitment unit with 2 indirect reporting staff.

Cover recruitment activities for 4 plants (Shah Alam, Lahad Datu & Bintulu)

- 1) Manage the recruitment process and ensure candidates fit the role and company culture.
- 2) Coordinates, negotiates and liaises with employment and advertising agents on service fee, advertisement recruitment and interview schedules
- 3) Advertise vacancies, assess applications, and interview applicants.
- 4) Coordinate and manage the orientation of new employees
- 5) Responsible for assisting in the selection of Top Talent based on the performance set by Group HR of CCM Berhad
- 6) Prepare Letter of Offer to selected candidates and Letter of Rejection to unsuccessful candidates as well as Letter of Secondment / Transfer / Confirmation / Acceptance of Resignation and other related letters pertaining to the recruitment process.
- 7) Involves in yearly manpower planning and budgeting
- 8) Manages and appraises subordinates' performance and their career advancement
- 9) Assists Accountant in planning and preparing annual headcount report and updating the organization chart
- 10) Special projects:- New Hire Factsheet, HRIS, JD Bank, Resume Bank, Formatting HR Forms (standardization) Housekeeping (Employees' personal folders, HR forms centralization, 5S implementation, etc..)
- 11) Reports preparations, i.e. Balance Scorecard, Attrition rates, and any reports pertaining to the recruitment process
- 12) Manage recruitment of expatriates (engineers from India) for technical hiring.

Feb 2008 - Mar 2011  
(3 years 2 months)

## **HR Development Executive;**

Mesiniaga Berhad | Selangor, Malaysia

Industry	Consulting (IT, Science, Engineering & Technical)
Specialization	Human Resources
Role	Recruitment/Staffing
Position Level	Senior Executive
Monthly Salary	MYR 3,100

- 1) Responsible to ensure prompt scheduling of interviews and conduct first-level interviews where applicable as well as handling queries from the managers and maintaining professionalism at all times.
- 2) Responsible to post all job vacancies using as many channels as possible so that would be able to source candidates while keeping the cost low.
- 3) Responsible for managing the internship request such as responding to internship requests, matching students with relevant internship placements, screening the internship candidates, promoting internship placements amongst managers, and fulfilling managers' requests for interns.
- 4) Responsible for the development of the Mesiniaga Career Path Matrix which is used to chart an employee's career progression and skills development.
- 5) Responsible for the formulation of JD Bank (Job Description) which is meant to document the roles and responsibilities of every job in Mesiniaga.
- 6) Responsible for the implementation of the bi-annual employee opinion survey which shall capture the perception and overall employee satisfaction level.
- 7) Responsible for assisting in the selection of Top Talent based on the performance and character criteria outlined by the program guidelines.
- 8) Responsible for carrying out programs and activities related to knowledge sharing and

retention which supports Mesiniaga's learning initiatives.

9) Responsible for ensuring continuous improvement by contributing proactive suggestions to improve HR initiatives and operations.

Jun 2004 - Feb 2008  
(Promoted - 3 years 9 months)

### **Sales Operation Executive** Mesiniaga Berhad | Selangor, Malaysia

Industry	Consulting (IT, Science, Engineering & Technical)
Specialization	Clerical/Administrative Support
Role	Administrative Executive
Position Level	Junior Executive
Monthly Salary	MYR 2,700

- 1) Managing Leads Tracking System (LTS) database & Business Review Updates
  - a) Ensuring accurate data
  - b) Ensuring updated data and information
  - c) Consolidation of information from the various units (Sales, ISA & MMS)
  - d) Ensuring timely submission of updates
- 2) Managing focus customer database – ensuring accurate and updated information
- 3) Producing relevant analysis reports – AR, Customer business contributions & Business Reviews
- 4) Assisting in ISO – Sales processes, which include documentation and process improvement
- 5) Planning & executing Sales and marketing events – Customer events, internal programs for Sales team (skills) & motivational programs for Sales Team

Jan 2004 - May 2004  
(5 months)

### **HR Admin Assistant** Mesiniaga Berhad | Selangor, Malaysia

Industry	Consulting (IT, Science, Engineering & Technical)
Specialization	Human Resources
Role	General HR
Position Level	Non-Executive
Monthly Salary	MYR 1,800

Jun 2003 - Dec 2003  
(Contract - 7 months)

### **Finance Assistant** Carrier (M) Sdn Bhd | Selangor, Malaysia

Industry	Electrical & Electronics
Specialization	Clerical/Administrative Support
Role	Clerk
Position Level	Fresh / Entry Level
Monthly Salary	MYR 1,250

## **Education**

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2023

**Universiti Teknologi MARA**  
Master of Science in Information Management | Malaysia

2003

**Universiti Teknologi MARA**  
Bachelor's Degree in Business Studies/Administration/Management | Malaysia  
Major Transportation

Grade

Grade B/2nd Class

2015

## Australian Human Resources Institute

Professional Certificate in Human Resource Management | Malaysia

Grade

Pass/Non-gradable

### Skills

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Advanced	MS Excel, MS Powerpoint, MS Word
Intermediate	Ms Publisher, Lotus Notes, HR Avenue, Train The Trainer
Basic	Baan System, SAP, Illustrator

### Languages

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*Proficiency level: 0 - Poor, 10 - Excellent*

Language	Spoken	Written
Bahasa Malaysia	9	8
English	8	7

### About Me

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Gender	Female
Age	43 years
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Nationality	Malaysia