

Mohd Najib Rahman
Global/ Senior Technical Recruiter, HRBP, HRIS,
HR & Admin, Senior HR Executive
Generalist, Talent Management, Training,
Industrial Relations

Professional Experience Summary

More than 15 years of professional experiences in Human Resources within Recruitment, HRIS, Training, Business HR and Employee Relations in a Public Listed and MNC organizations. Actively involved in Local, Regional and International Oil & Gas engineering within Onshore, Offshore and Subsea Segment, Diversified Company and Financial Institution Recruitment activities. A combination of training, education, and experience that is equivalent to the Employment standard that provides the required knowledge and abilities.

Employment History

<u>Period</u>	<u>Company Name</u>	<u>Position Held</u>
01/2021- Present	Kris Infotech Sdn Bhd	Senior Technical Recruitment Specialist
01/2019 – 02/2020 (MSS)	TechnipFMC	Subsea Technical Recruiter
01/2018 – 12/2018	TechnipFMC	HR Business Partner
04/2017 – 12/2017	Technip	HRIS Specialist
01/2013 – 03/2017	Petronas Refinery & Petrochemical Corporation (Seconded to Petronas RAPID Project)	Global Technical Recruiter
04/2010 – 12/2012	Technip	Technical Lead Recruiter
2008 – 03/2010	Maju Holdings Sdn Bhd	Manager, HR & Admin
2001 – 2008	Maybank	HR Officer 1



Contact number: +6017- 240 1180

Email: najibkl2003@gmail.com

Nationality: Malaysian

Education:

- Master's Degree in Business Administration (USM)
- Bachelor's Degree, Information Technology (KLMU)
- Diploma in Information Technology (KLMU)
- SPM Grade 1- 18A (Sekolah Aminuddin Baki)

Certifications:

- Certificate in Visual Programming
- Certificate in Java

Experience in Software

- SAP (ABAP & ADHOC Query)
- Taleo
- Oracle GEOS
- LinkedIn
- Monster
- Microsoft Office
- Microsoft Outlook
- Lotus Note
- Lotus Smart Suite

Languages

- English- Fluent
- Bahasa Malaysia- Fluent
- Bahasa Indonesia- Intermediate

Kris Infotech (M) Sdn Bhd (<https://www.kris.sg/>)

Senior Technical Recruitment Specialist (01/2021 – Present)

Worked closely with Account Manager, MY-SG-India-Hong Kong and our existing Clients in the full spectrum of Recruitment activities to ensure delivering across not only my universe but to Company's other verticals as well. Responsible to manage full life-cycle recruitment and talent acquisition process mostly on various technical IT and some on Fintech roles including, but not limited to active sourcing on social platforms such as Internal Job Portal, LinkedIn, Monster, Indeed, MYFuturejobs also throughout my own referral networking etc. Advertised job openings on careers pages, job boards and social networks. Sourcing candidates through our job advertisement and networking, shortlisting and conducting Interview via Zoom, Microsoft Teams, Google Meet or WhatsApp Video Call with panel interviewer and proposed of potential candidates to appointed panel Clients. Worked and shared knowledge for the best/ latest Recruitment practices with others affiliate team members from India, HK and Singapore. Collaborate with Hiring Managers and Recruitment Team to fulfill open requirements. Recruiting for Malaysian Locals and Regional expats.

Preparing, advertising, sourcing, selecting, and engaging with IT roles such as **Team Leader, SAPs, Solutions Architect, Data Warehouse Consultant, Data Science Consultant, DevOps Engineer, Data Modeler Engineer, Block-chain Developer, Software Engineer/Developer, Mobile Team Lead, Front End Developer, Senior iOS Developer, Senior Java Developer, Business Analyst, QA Test Specialist, BI Engineer/ Developer, UI/UX Designer, Data Engineer/Analyst, Cyber Security** etc. and Non-IT roles (**Head of Product, BD Manager, Sales Manager/ Engineer** etc.). Ensure to implement the recruitment cycle to include sourcing, screening, interviewing, evaluating and negotiating compensation package. Build a talent pool of candidates in the Technology landscape. Connecting and engaging with passive Technical Expert talents for current and future hiring needs. Preparing monthly report to Management Team.

TECHNIPFMC (<https://www.technipfmc.com/>)

Subsea Technical Recruiter, Talent Acquisition-People & Culture, 01/2019 – 02/2020) (Mutual Separation Scheme)

Worked closely with Global and Regional Recruitment Manager, in the full spectrum of the HR and Operations functions such as Recruitment and Administrative works. Responsible to manage full spectrum of recruitment and selection function including advertising via internal (**in-house Job Portal – Taleo**) and external Job Boards (**Oil & Gas Job Search, Jobstreet, Linked IN** etc.), sourcing, screening, conducting and sit-in with panel interviewer and placement of potential candidates (from **Western expat, Regional expat and Malaysian Local**) for **Engineering** under **Subsea Division**. Liaise directly with stakeholders for global hiring and onboarding processes. Responsible on the suitability of placing people and developing of people in order to achieve effecting organizational design. Liaise with appointed Agencies (International and Local Agency) for placement if necessary. Fully responsible to handle day-to-day HR operations/reports for the company. Prepare monthly, quarterly and yearly report, statistics and analysis of Recruitment. Analyze and compile Recruitment reports. Managing 4 team members in Talent Acquisition Local team.

Acted as Regional Recruitment Manager during the role is vacant or while him on leave. Acted as Subject Matters Expert (SME) for any new initiatives/ projects for Talent Acquisition and during transition role from Malaysia to India Global Business Shared Services.

Participated in Recruitment activities from advertisements, sourcing, interviews, career fairs and exhibitions. Created database for Recruitment activity for tracking CV movement. Posting, monitoring and doing summary on Internal Job Posting and Job Portal and other social media such as Linked IN, Jobstreet, and Oil & Gas Job Search. Connected with global teams to share best practices and learnings.

Engaged and participated in Career Fairs and Oil & Gas exhibitions. Became as a focal point with Universities or Organizer in their Career Fair. Planned, arranged and liaise with the committee members.

HR Business Partner (01/2018 – 12/2018)

Delivering all HR support to Onshore / Offshore Business Managers. Works in close partnership with the business to provide advice, coaching, support and influence that will enable BU leaders to effectively execute their people plans, and ultimately achieve their team objectives. Seeks to proactively develop integrated solutions and creates collaboration across the functions to deliver value added service to the business (employees and managers). Actively involved into the talent management and the implementation of HR initiatives, projects and campaign.

Conduct periodic engagement sessions with respective HODs and Management team. Provide guidance on HR policy interpretation and input on business workforce planning, succession & retentions plans - advice and assist on organizational restructuring, etc. Analyze trends and metrics, in partnership with other HR functions, to identify needs, and develop business solutions, intervention programs and related policies. Provide day to day performance management guidance to the HOD and management team (coaching, performance improvement, counseling, career development, disciplinary actions, etc.

Worked with all Department stakeholders to improve internal communications, work relationships, teamwork, morale, engagements and retention. Administer, monitor and evaluate accomplishment of HR programs or initiatives rolled-out in the respective department. Promote Business improvement and best practices implementation in both HR department and business departments.

As directed by the Area HRBP Onshore / Offshore, supports HR activities in other countries in Asia pertaining to onshore /offshore business.

HRIS Specialist (04/2017 – 12/2017)

Participate and coordinate with IT, Business Units, HR and outsourced vendors (BizTalk, Capgemini etc.) to analyze all HRIS requirements and develop and implement various project (SAP, GEOS and Sharepoint).

Assist and review, testing and implementation of HRIS interfaces (EuHReka and GEOS). Plans, develops, implements and support HRIS applications (SAP, Euhreka, GEOS (Oracle), Sharepoint). Ensure the data integrity inside the HRIS.

Plans, develop and implement e-Onboarding and Offboarding Exit Clearance tools.

PETRONAS REFINERY & PETROCHEMICAL CORPORATION (<https://pic.petronas.com>)

Global Technical Recruiter (01/2013 – 03/2017)

Refinery and Petrochemicals Integrated Development (RAPID) Project. OUI JV is a Joint Team between Technip and Fluor to perform the EPCM services for the U&IO Project in PETRONAS RAPID Program. The OUI JV is under contract with PETRONAS to perform the EPCM services to complete the RAPID Utility & Interconnecting Offsite Project. The scope is covering Engineering, Procurement, Construction Management and Commissioning. The OUI JV will employ approximately 1500 staff at an estimated value of more than USD 900 Million over 3 years.

Worked closely with General HR Manager in the full spectrum of Recruitment activities. Responsible to manage full spectrum of recruitment and selection function including advertising via internal (**in-house Job Portal – Taleo**) and external Job Boards (**Oil & Gas Job Search, Linked IN, Referral, Agencies etc.**), sourcing, screening, conducting and sit-in or telephonic interview with panel interviewer and placement of potential candidates in various discipline (**Engineering, Procurement, Construction, Management, Commissioning, Operations etc.** from **Western expat, Regional expat and Malaysian Local** for **RAPID project**. Liaise directly with stakeholders for global hiring and onboarding processes. Liaise with appointed Agencies (International and Local Agency) if necessary. Fully responsible to handle day-to-day HR operations/reports for the Company. Prepare monthly, quarterly and yearly report, statistics and analysis of Recruitment. Analyze and compile Recruitment reports.

Participated in recruitment activities from advertisements, sourcing, interviews (face to face/ Skype or Telephonic) and placement of successful candidates. Connected with Global teams and Local teams or referral networking to share best practices and learnings.

TECHNIP (<https://www.technip.com/>)

Technical Lead Recruiter- (04/2010 – 12/2012)

Worked closely with Global and Regional Recruitment Manager in the full spectrum of Recruitment activities and Operations functions. Leading the Recruitment Local team. Responsible for executing recruitment activities from sourcing to offer for middle level up to management level. Responsible to manage full spectrum of recruitment and selection function including advertising via internal (**in-house Job Portal – Taleo**) and external Job Boards (**Oil & Gas Job Search, Jobstreet, Linked IN, Monster, Agencies etc.**), sourcing, screening, conducting and sit-in/ telephonic interviews with panel interviewer and placement of successful candidates (from **Western expat, Regional expat and Malaysian Local**) for **Subsea, Onshore Offshore Engineering, Operations and Support Division**. Liaise directly with stakeholders for global hiring and onboarding processes. Responsible on the suitability of placing people and developing of people in order to achieve effecting organizational design. Reviewing and formulating recruitment strategies, policies and practices to align and support the company business and people needs. Liaised with appointed Agencies (International and Local Agency) for placement if necessary. Fully responsible to handle day-to-day HR operations/reports for the company. Prepare monthly, quarterly and yearly report, statistics and analysis of Recruitment. Analyze and compile Recruitment reports. Managing the team's daily activity, KPI's, weekly and monthly goals.

Acted as Regional Recruitment Manager during role is vacant or while he/she is on leave.

Participated in recruitment activities from advertisements, interviews, career fairs and exhibitions. Creating database for Recruitment activity for tracking CV movement. Posting, monitoring and doing summary on Internal Job Posting and Job Portal and other social media such as Linked IN, Oil & Gas Job Search. Connect and network with global teams to share best practices and learnings. Acted as Subject Matters Expert to any new initiatives/ projects for Talent Acquisition.

Engaged and participated in Career Fairs and Oil & Gas exhibitions. Became as a focal point with Universities or Organizer in their Career Fair. Planned, arranged and liaise with the committee members.

MAJU HOLDINGS SDN BHD (<http://maju.com.my/>)

Manager, HR & Admin (2008 – 3/2010)

Handling all HR and Admin initiatives which include Recruitment, Training & Development, Employee Relations, Compensation & Benefits, Performance Management, Payroll administrative, Tenancy management, preparation of HR documentation & reports. Managing of team members within HR & Admin Dept. Responsible for the development, implementation and management of the Group's HR functions, policies, procedures and programmes in line with the Group's strategy, business plans and budgets.

Fully responsible to manage full spectrum of recruitment and selection function including advertising, sourcing, screening and placement of successful candidates for HR & Admin, CEO's Office, Legal, IT, Account departments and other subsidiaries also Administration works. Fully responsible to handle day-to-day HR and Administration Department operations/reports for the Company. Liaise directly with Line Managers in their headcount requirements. Sit in the interview with Line Managers. Managing 9 team members of HR & Admin Department.

Knowledgeable in Training & Development. Updating and monitoring training modules and hours for staff whom attended the training. Prepared report on training details for company such as training hours, employee been trained, average training hours per employee and KPI's achievement. Plan, coordinate and conduct for in-house training. Assist and dealing with Training Consultant for facilities, tools and training room. Consult participants involved in training. Provide tools for participants and trainer. Creating database for monitoring training hour. Summarize and do evaluation each training which provide by training consultancy. Liaise with them on negotiation of fees, training hours, benefits of the training and etc. Distribute, compiling and summarize on company's evaluation questionnaire form which to be filled up by staff.

Involved in Company's Insurance. Compiling, filing and distribute company's policy contract. Assist insurance agent on what company needs. Monitoring and keep tracking group term life and group hospital & surgical. Verified, acknowledged and make sure all insurance premium paid before/on due date. Solved any problems for staff who facing trouble with their claims, guarantee letter and etc. Liaise with insurance agent on company's cars and motorcycles insurance and road tax renewal.

MAYBANK (<https://www.maybank.com/>)
HR Officer 1 (2001 – 2008)

Knowledgeable of SAP. Updating movement into SAP system i.e.: Recruitment, Resignation, Transfer, Promotions, Claims, Confirmation, Appointment, Outstation Housing Allowances, and Cash Discrepancies etc. Prepare and run report for Headcount, Promotion exercise and others as requested by Management. Prepare and run report for Yearly, Quarterly and Monthly report for Cash Shortages. Prepare for Consequence Management. Develop and support interfaces to SAP modules. Develop and customize SAP reports. Experienced in SAP ABAP and SAP Ad Hoc development.

Knowledgeable of Recruitment and Interview. Designing Database for Recruitment. Involved in advertising, pre-screening, short listing, engaging with potential candidates, forwarding to respective Hiring Managers, selection and placement from Junior up to Senior Management level within Maybank Group and its subsidiaries. Involved in Promotion Exercise within Maybank Group staffs. Selection and screening candidates for interview, prepared arrangement for interview session. Creating external and Internal advertisement for vacancy available in Maybank. Prepare statistics, summary and reports for new recruitment. Prepare presentation and briefing for new staff.

Knowledgeable of Industrial Relations. In Charge towards disciplinary matters (Late Coming, Fake Medical Certificate, Staff's Performance etc.) within internal staff. Handling Authorized Signatory Microfiche, send out Acknowledgement Authorized Signatory Microfiche. Lotus Notes working knowledge.

References:

1. Abdul Rahim Musa (Former Superior)
Head, Human Capital Management, Maybank
Mobile: 019-325 4072
2. Dato' Norashikin Ismail (Former Superior)
Group, Human Resource Director, Maju Holdings Sdn Bhd
Mobile: 019-268 4410
3. Ahmad Taufiq Abd Jalil (Former Superior)
General HR Manager, Petronas RAPID OUIJV Project
Mobile: 012-683 3581
4. Puveneswary A/P Nalatambi (Former Superior)
Senior Manager
Group Human Resources, Taylor's Education Group
Mobile: 012-247 1506