



Mohamad Aizuddin Abu Seman is attached to the Roca Malaysia Sdn Bhd, the biggest sanitary ware manufacturing in Malaysia, heading the human resources team. He was previously attached to a Japanese MNC as Human Resources & Admin Manager, managing the industrial relations, talent management and employee's affair.

He is an experienced HR generalist with more than 16 years of experience in various local and multinational organisations in various industries such as manufacturing, services, construction and warehousing and logistics.

He has successfully completed various HR projects, including the setting up and implementation of HR strategies, policies and procedures and roll-out of HR systems automations.

He also assisted the Company with a few disciplinary cases and closed a few cases at the Industrial Relations Department and Industrial Court. With 8 years of experience involved with Unions in various industries, he successfully involved and concluded four collective agreements with unions.

Personal particulars	
NAME	Mohamad Aizuddin bin Abu Seman
D.O.B	19/07/1984
AGE	39
GENDER	Male
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RACE	Malay
RELIGION	Islam
NATIONALITY	Malaysian
MARITAL STATUS	Married
EDUCATIONAL HISTORY	<p>Higher Education: Universiti Putra Malaysia (2003-2007)</p> <ul style="list-style-type: none"> Bachelor Science (H) – Material Science <p>2nd Higher Education: DRB-Hicom/MEFA (2016-2017)</p> <ul style="list-style-type: none"> Certificate in Domestic Inquiry <p>High School: SM Sultan Abdul Halim</p> <ul style="list-style-type: none"> Sijil Pelajaran Malaysia (SPM)
PREFERABLE POSITION (s)	Human Resources & Administration Manager

EMPLOYMENT HISTORY	<p><u>Human Resource / Admin Manager,</u> <u>Roca Malaysia Sdn Bhd (June 2021 – Current)</u></p> <p>Responsibilities/Job Scopes: -</p> <ul style="list-style-type: none"> • Advise senior management on HR strategy, issues and initiatives, employee relations and organizational structure • Investigating and resolving industrial relations issues in a timely and effective manner • Handling complaints, managing grievance procedures and facilitating counselling in conjunction with other stakeholders up to court level. • Ensure compliance on current labour law updates • Maintained payroll for Managers and Singapore Staff through Orisoft System. • Responsible for developing organizational strategies by identifying and researching HR issues • Developed an e-payslip system to increase job productivity and efficiency of the Company in overall • Promote and implement HR values by planning and managing HR programs. • Responsible for the effective and efficient document control of Human Resource documents, in accordance with the established procedures and ISO certification. • As a liaison officer in dealing with Authorities • Handling Union Management inclusive collective-bargaining • Prepare reports for Management Meeting and for Group in Spain <p>Accomplishment: -</p> <ul style="list-style-type: none"> • Introduction of Corporate Smart Internship program with Prison Department • Digitalisation of Human Resources Department • Reduces number of Absenteeism by initiative from HR Department • Complying with Act 446: WORKERS' MINIMUM STANDARDS OF HOUSING. AND AMENITIES ACT 1990 <p><u>Human Resource / Admin Manager,</u> <u>Toyochem Specialty Chemical Sdn Bhd (June 2019 – June 2021)</u></p> <p>Responsibilities/Job Scopes: - Develop and implement HR strategies and initiatives aligned with the overall business strategy.</p> <p>1. Industrial Relations</p> <ul style="list-style-type: none"> • Responsible for all Industrial relations activities for the Company, including handling matters related to disciplinary actions, grievances, counselling, staff misconduct advising and guiding management on the best practices employer and employee relations including significant employment laws. • Responsible for reviewing the policies and procedures, guidelines and proposed to change if required for improvement on overall Industrial Relations Policy and Procedure • Partner directly with stakeholders to provide value-added services and advisory in employment act • Establishing good relationships with related government agencies under Human Resource Ministry
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2. Expatriate and Foreign Workers Affair

- Prepare relevant documents for Employment and/or Dependent Pass application and renewal.
- Plan and recruit foreign workers to support as per request by Operations
- Oversee and ensure all the permit renewal, calling visa application, passport renewal and any other matters related to Immigration Dept. are executed.
- Closely monitor and plan on renewal and cancellation (COM) processes.
- Manage accommodation for all the foreign workers

3. Union Management

- Manage good working relationship and cooperation with worksite committee
- Participate and influence Collective Agreement negotiations with the Unions.
- Contact person for all related matters raised by Unions

4. Recruitment

- Responsible to manage whole spectrum of recruitment functions, which include sourcing, screening, interviewing and placement of potential candidates according to the business needs and candidate's potential
- Prepare and review job advertisement and liaised with advertisement agency to ensure timely advertisement of vacancies
- Choose and decide the most effective sourcing method to get the right candidates in both internal and external media
- Arrange and conduct interview with Hiring Manager

5. Others

- In charge on Security matter
- Government liaison officer – act as intermediary to all Government Dept. on behalf of the Company such as JTK, IR Dept, DOSH, JKKP, Bomba, Immigration Dept
- Auditor and Auditee for ISO 9001, 14001 and 45001
- Admin for Patent and Trademark application

Accomplishment: -

- Reduce numbers of medical leave for production staff
- Conduct briefing on anti-bribery and corruptions
- Task Force Committee for Covid19
- Appointed Poison License holder for the Company

Reasons of Leaving: -

Will be transferred to Senawang

AVP Human Capital, Pos Logistics Berhad (Nov 2015-Jun 2019)

Responsibilities/Job Scopes: -

Head, Human Capital Operations

1. Industrial Relations

- Responsible for all Industrial relations activities for the Company, including handling matters related to disciplinary actions, grievances, counselling, staff misconduct advising and guiding management on the best practices employer and employee relations including significant employment laws.

	<ul style="list-style-type: none"> • Responsible for reviewing the policies and procedures, guidelines and proposed to change if required for improvement on overall Industrial Relations Policy and Procedure • Partner directly with stakeholders to provide value-added services and advisory in employment act • To liaise with external parties on matters related to industrial relations • Review the Industrial Relation Procedure inclusive process flow • Attends to employees' grievances and complaints; provides guidance if necessary • Conduct and involve for Domestic inquiry as PO or Chairman (within DRB-Hicom Group) • Conduct investigation and recommend disciplinary actions for all incident/accident reports raised <p>2. Union Management</p> <ul style="list-style-type: none"> • Involved on CA negotiation, data analysis • Plan and arrange Union quarterly meeting, • Contact person for any Union issues <p>3. Court Case Management</p> <ul style="list-style-type: none"> • Administrative cases on IR Court • Prepare recommendation paper for appointment of legal counsel • Company representative for case management and hearing <p>4. Compensation and Benefits</p> <ul style="list-style-type: none"> • Develop and implement effective C&B programs • Ensure medical benefits are well managed by TPA • Contact person for any related to Leave, Medical, Hospitalisation <p>5. Employee Relations</p> <ul style="list-style-type: none"> • Yearly planning on employee engagement programs • Recreation activity twice a year • Administers and coordinates activities related to staffs <p>6. Others</p> <ul style="list-style-type: none"> • Monitoring SLDN programme under Jabatan Pembangunan Kemahiran (JPK) with 10 trainees and 2 couches • Responsible for the Monthly Report for DRB-Hicom Group and Pos Malaysia Group • Responsible for management of ISO departmental documentation <p>Accomplishment: -</p> <ul style="list-style-type: none"> • Head of HR Operations • Implement Urine test for Drivers and Staffs (twice a year) • Manage to settle 3 IR case outside IR Court • Coordinator for SLDN programme for 18 months • Involved in department budget (every 3 years) • Conduct and involve for Domestic inquiry as PO or Chairman (within DRB-Hicom Group) <p>Reasons of Leaving: - Career enhancement and jobs opportunity</p>
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SR Executive, ERL Maintenance Support Sdn Bhd (Mar 2013-Nov 2015)

Responsibilities/Job Scopes: -

1. IR / ER

- Counsel the employee about performance and ascertain his or her understanding of requirements. Ascertain whether there are any issues contributing to the poor performance
- Attends to employees' grievances and complaints; provides guidance if necessary
- Conduct and involve for Domestic inquiry as PO
- Conduct investigation and recommend disciplinary actions for all incident reports raised
- Responsible for the preparation and monitoring of Reminders, Show Cause, Termination and other related matters

2. Recruitment

- Responsible to manage whole spectrum of recruitment functions, which include sourcing, screening, interviewing and placement of potential candidates according to the business needs
- Prepare and review job advertisement and liaised with advertisement agency to ensure timely advertisement of vacancies
- Choose and decide the most effective sourcing method to get the right candidates in both internal and external media
- Propose a salary package and prepare the employment document like LOA to the selected candidates
- Conduct new hire orientation on HR and company policies and procedure to the new employee

3. Staff movement

- Monitor and maintain database on the employee's movement
- Issue the necessary forms including conducting follow up
- Prepare list of employees identified to for transfer, promotion, etc for management approval
- Issue the letter of Transfers, promotions, etc

4. Quality Management

- Assist HRD HOD in Quality Management
- Assume the role Quality Management Representative [QMR] for the department
- Assist HRD HOD in the implementation of the Quality Management System [QMS] in the Company
- Assist HRD HOD in reviewing Quality Manual and other related Quality Management Procedures.
- Assist HRD HOD on maintaining a proper filing system for quality and ISO9001:2008 documents
- Assist HRD HOD in yearly Management Reviews
- Assist HRD HOD in matters pertaining to ISO 9001:2008, external and internal Quality Management audits
- Assist HRD HOD in following up on all quality matters with QMR's and also on non-conformances and actions identified during quality management audits

Accomplishment: -

- Team Leader for HR Acquisition, Training Coordination and Employee Relations
- Manage to settle IR case outside IR Court
- Managed to reduce number of abscondment of staff
- Directly involved in department budget (every 3 years)
- Manage to get pending of salary in lieu from year 2012

Reasons of Leaving: -

Looking for better career opportunity in senior level position

HR Executive, Eastern Steel Sdn Bhd (July 2012- February 2013)

Responsibilities/Job Scopes: -

1. Recruitment

- Responsible to manage whole spectrum of recruitment functions, which include sourcing, screening, interviewing and placement of potential candidates according to the business needs and candidate's potential.
- Prepare and review job advertisement and liaised with advertisement agency to ensure timely advertisement of vacancies
- Choose and decide the most effective sourcing method to get the right candidates in both internal and external media.
- Propose a salary package and prepare the employment document like LOA to the selected candidates.
- Conduct new hire orientation on HR and company policies and procedure to the new employee.

2. General Administration

- To monitor of the order of company uniforms, T-shirts, Safety shoes
- To monitor company hostel
- To update, control, monitor & maintain the stock inventory of office supplies
- Liaise and coordinate with suppliers on maintenance of office equipment e.g. fax machines/copiers/ door access system/telephone system, etc.
- Liaise and coordinate with contractor for facilities maintenance

3. Compensation and Benefits

- Co-ordinate and maintain staff compensation & benefits, i.e. leave entitlement and utilization, medical benefits / claims.
- Preparing and updating monthly overtime claims, leave records & attendance report.
- Liaise and coordinate with HQ for monitoring employee performance appraisal process

Accomplishment: -

- Managed to organized open interview for 600 vacancies
- Established few procedures
- Managed to settle Panel Clinic issues

Reasons of Leaving: -

Family issues – return back to Selangor

HR Executive, Ann Joo Steel Bhd (July 2010- June 2012)

Responsibilities/Job Scopes: -

1. Recruitment

- Responsible to manage whole spectrum of recruitment functions, which include sourcing, screening, interviewing and placement of potential candidates according to the business needs and candidate's potential.
- Prepare and review job advertisement and liaised with advertisement agency to ensure timely advertisement of vacancies
- Choose and decide the most effective sourcing method to get the right candidates in both internal and external media.
- Propose a salary package and prepare the employment document like LOA to the selected candidates.
- Conduct new hire orientation on HR and company policies and procedure to the new employee.
- To conduct exit interview for resignee's, notify respective section i.e.; Payroll, IT, Security, etc.

2. IR / ER

- Counsel the employee about performance and ascertain his or her understanding of requirements. Ascertain whether there are any issues contributing to the poor performance
- Attends to employees' grievances and complaints; provides guidance if necessary
- Conduct and involve for Domestic inquiry as APO.
- To conduct Tea Talk (Meet the people session) for instance supervisor and small group communication session etc.
- Conduct investigation and recommend disciplinary actions for all incident reports raised.

3. General Administration

- To monitor of the order of company uniforms, T-shirts, Safety shoes
- To update, control, monitor & maintain the stock inventory of office supplies, stationery
- Liaise and coordinate with suppliers on maintenance of office equipment e.g. fax machines/copiers/ door access system/telephone system, etc.
- Liaise and coordinate with contractor for facilities maintenance
- Responsible to manage plant housekeeping and gardening.
- Responsible to manage canteen i.e. cleanness, price

4. Training & Development

- To assist conducting annual Training Needs Analysis & Annual Training Plan
- To coordinate and manage the in-house training program and public program
- To collate the training evaluation to ensure effectiveness of the training

5. Compensation and Benefits

- Co-ordinate and maintain staff compensation & benefits, i.e. leave entitlement and utilization, medical benefits / claims.
- Preparing and updating monthly overtime claims, leave records & attendance report.

- Liaise and coordinate with HQ for monitoring employee performance appraisal process
- ISO 9001:2000 / FPC
- Directly involved in ISO 9001:2008 as auditee
- To prepare and update all related file to ISO 9001:2008 and FPC

Accomplishment: -

- Managed to close open critical position within stipulated time
- Establish recruitment procedures
- Managed to settle Panel Clinic issues

Reasons of Leaving: -

Shifted to Terengganu

HR Officer, Bristol Technology Sdn Bhd (Oct 2007- June 2010)

Responsibilities/Job Scopes: -

1. Payroll

- Accountable and Responsible for 2 subsidiary companies' payroll Bristol Norma S/B and Anatom Compart S/B (Penang & Selangor) by using manual calculation and AtComp Payroll Plus System.
- Ensure the payroll system configuration is updated all the time and paid timely.
- Ensure all payrolls related report and headcount report are prepared, verified and approved timely for bank remitted and relevant parties' usage.
- Ensure proper filling of all payroll documents and maintain high level of confidential
- Ensure the payment for contributions to the statutory is timely for every month (EPF/SOCSSO/TAX/HRDF).
- Preparation of employees' pay slips

2. Foreign worker's affair

- Interviewee at KDN for foreign worker's recruitment.
- Responsible for recruiting foreign workers via appointed agent, arrangement of arrival & medical check-up and worker's hostel arrangement
- Dealing with Immigration Dept for renewal of work permit, Special Pass, Check out Memo

3. IR/ ER Management

- Provide in-house counselling to employees
- To conduct orientation for new employees on the Company's Disciplinary Policy and Procedures.
- To prepare and update the Group Personal Accidents and Group Hospitalization
- Manage staff attendance record such as perform checking on their punch cards in daily basis, recording the absent reason & annual leaves taken

4. General Administration

- To monitor of the order of company uniforms, T-shirts, Safety shoes
- Liaise and coordinate with suppliers on maintenance of office equipment e.g. fax machines/copiers/ door access system/telephone system, etc.
- Ensure that all the security and safety systems of the building are in good working conditions

	<p>5. Training & Development</p> <ul style="list-style-type: none">• To conduct Annual Training Needs Analysis & Annual Training Calendar• To coordinate and manage the in-house training program and public program and Industrial Training Program• Responsible on HRDF grant training application and claim• To collate the training evaluation to ensure effectiveness of the training• ISO 9001:2000• Directly involved in ISO 9001:2008 and ISO 14001: 2004• To prepare and update all related file to ISO 9001:2008 and ISO 14001: 2004 <p>Reasons of Leaving: - Career enhancement</p>									
LANGUAGES	<p>Languages (Spoken & Written Proficiency: Best = 10 – Worst =1)</p> <table><tr><th>Language</th><th>Spoken</th><th>Written</th></tr><tr><td>English</td><td>9</td><td>9</td></tr><tr><td>Bahasa Malaysia</td><td>9</td><td>9</td></tr></table>	Language	Spoken	Written	English	9	9	Bahasa Malaysia	9	9
Language	Spoken	Written								
English	9	9								
Bahasa Malaysia	9	9								
OTHERS RELEVANT INFORMATION	<p>Availability to Start Working 3 Month Notice</p>									