

# TUN NUR 'AISYAH T.A. FADZIL

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## EDUCATION

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**MARA University of Technology (UiTM), Shah Alam, Selangor**

**Sep 2016 – Nov 2018**

***Bachelor of Applied Language Studies (Hons) English for Professional Communication***

- Minored in Business Management
- Graduated with 3.51 CGPA (First Class Honours)
- Dean's List in Semester 2, 5 and 6
- Thesis: Understanding the Stereotypes Portrayal in Advertising Through Receivers' Perspective

**MARA University of Technology (UiTM), Shah Alam, Selangor**

**Sep 2014 – Nov 2015**

***Foundation Studies in Law***

- Graduated with 3.33 CGPA

**SMK Sultan Sulaiman, Kuala Terengganu, Terengganu**

**Jan 2009 – Dec 2013**

***SPM***

- 7A's 2B's achieved for all subjects

## PROFESSIONAL EXPERIENCE

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Human Resources Practitioner with more than four (4) years of experience in corporate environment. Extensive background in HR generalist affairs combined with strong organizational, analytical, and interpersonal skills to connect effectively with various levels of employees. Passionate in advocating the importance of HR Function to be seen as a business partner to an organization, rather than a support function.

**SUNWAY BERHAD**

**Dec 2018 – Present**

**Senior Executive – Human Resources**

*Act as the HR Business Partner (HRBP) for Sunway Digital & Strategic Investment (DSI) of Sunway Group, mainly focusing on fintech portfolios comprising of Sunway Money Sdn Bhd, Sunway SCF Sdn Bhd and Credit Bureau Malaysia Sdn Bhd. as well as any other fintech initiatives by the Group. Was previously in charge of HR Generalist matters for Sunway Group Corporate Centre and Sunway Ventures Group of companies.*

- Perform full spectrum of HR functions including recruitment, training and development, compensation and benefits, Industrial Relations (IR) and others while ensuring compliance in policies and procedures.
- Maintain optimal staffing levels by tracking vacancies, initiating recruitment and managing the interview processes as per operational needs.
- Interview potential hires, negotiate salaries and benefits, and perform reference checks.

- Participate in HR projects and initiatives in-line with Group HR's objectives and direction such as Annual Learning Hours Collection for Sustainability Report, Employee Engagement Survey (EES), Conflict of Interest Declaration, and Anti-Bribery and Corruption Policy.
- Maintain proper flow of communication and execution of planned initiatives and projects across the organization.
- Monitor and conduct IR investigations including performance-based and disciplinary cases, guided by Sunway Group procedures and policy.
- Perform administrative and support functions by responding to general employee inquiries, submitting employees' overtime claims, renewing expatriates' employment pass etc.
- Conduct the annual performance management and remuneration review with HODs/stakeholders for progress and performance assessments.
- Drive the recruitment by engaging in various recruitment events and roadshows with minimal supervision.
- Recommend new approaches, policies and procedures to continually improve efficiency of HR functions and duties.

## SPECIAL PROJECTS & INITIATIVES

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Mar 2020 – Oct 2021	<b>Oversee the talent group</b> of Institute of Chartered Accountants in England and Wales (ICAEW) trainees by tracking their academic and skills progress, planning their rotation plan and monitoring their performance.
Jan – Apr 2021	Identified by the CEO of Sunway Money Sdn Bhd (a subsidiary of Sunway Group) to participate and lead the <b>company website revamp project</b> for the business. Acted as main liaison person between the Company and agency to ensure the website is launched with new look and feel within the timeline.
Aug 2021 – Oct 2021	<b>Conducted the Environment, Sustainability &amp; Governance (ESG) training programmes</b> for various business units in alignment with Sunway Group's sustainability goals.
Oct 2021 – Mar 2022	Identified for <b>partial secondment</b> to a newly-acquired business of Sunway Group, Credit Bureau Malaysia to lead the integration and migration of policies, procedures, benefits etc.

## REFERENCES

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Name: Aimee Abdul Hamid (Ms.)  
 Organization: Gamuda Land  
 Position: Manager – HR Business Partner  
 Mobile No: +6012-250 5994

Name: Ong Wei Leng (Ms.)  
 Organization: Sunway Berhad (Prev.)  
 Position: Company Secretary  
 Mobile No: +6012-531 3584