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Mohd Ehsan bin Md Zahid

Full Name

Mohd Ehsan bin Md Zahid

Date of Birth / Age

2nd March 1982 / 41 years old

Career Objective

Experienced Human Resources System Specialist with a demonstrated history of working in the consumer goods industry, oil and gas and financial services. Skilled in Shared Services, Management, Business Intelligence, Business Analytics, Recruiting, HR Generalist and Payroll processing. Strong information technology professional and continuous improvement with a bachelor's degree focused in Information Technology from Multimedia University.

Education / Training

- Multimedia University
- Bachelor of Information Technology
Information System Engineering (Hons)

Professional Profile

- Rising professional with 18 years of significant experience in major Banking, oil & gas companies and Manufacturing; computer literate in multiple software applications; enjoy learning new things, enhancing current expertise, and applying transferable skill sets
- Enthusiastic, knowledge-hungry self-starter, eager to meet challenges and learn newest and latest technologies, skills, concepts, Ideas & continuous improvement process.
- Team player with exceptional interpersonal, communication, analytical and presentation skills
- Knowledge on HR process from inbound till outbound and specifically on Talent Acquisition, Performance Appraisal, Employee Master data, Compensation Benefit & Reporting Analytics.
- Knowing employee Life Cycle process for 15 countries within APAC countries and payroll processing in Malaysia, Thailand & Singapore, India, Australia and Philippines.

System Experience/ Proficiency

- Microsoft Office
- Oracle DB/ SQL / Oracle e-Biz Suites & Taleo/ euHReka/ SAP/ OBIEE/ Jaspersoft/ Workday / Oracle Fusion.
- Project Management / Data Migration / Analytic / Shared Service / Payroll Outsourcing / HR Operations / Human Resource Management / Mobility / Payroll Processing

Professional Experience

Senior Manager, HR Digital AEON Co April 2022 till current

- Strategize, planning and deployment for HR digitalization transformation.
- Lead and plan larger and more complex sections of HRIS projects (e.g. implementation projects, integration, system testing) applying functional knowledge of HR systems and processes while evaluating analysis, problem definition, requirements, and solution development. Lead and plan upgrades, functionality/capabilities, enhancements, security, validation and general maintenance Deployment any change request for enhancement for payroll system
- Provide recommendations/guidance to cross-functional team members to understand business and HR needs and translate them to system solutions and reports.
- Lead cross-functional teams to understand systems and data requirements from business and teams utilizing broad knowledge of report inventory to deliver standards reports.
- Troubleshoot data errors and perform root cause analysis, including proposing and implementing solutions having broader organizational impact and provide knowledge transfer to cross-functional team members
- Analyze current work processes and determine solutions utilizing system applications, business process and technical knowledge; Manage data integrity and define the internal processes for continuous improvement.

Assistant Vice President, Regional HR System CIMB Bank Berhad October 2020 till Apr 2022

Payroll System Support

- Support Payroll process for Malaysia, Thailand and Singapore
- Execute and maintenance of Payroll Integration between Cloud Core HR and Inhouse Payroll.
- Deployment any change request for enhancement for payroll system
- Design reports for control process and optimize payroll processing.
- Design and prepare automation exception report for data quality prior payroll period start.
- Reconcile month end data between payroll result and cloud Core data.
- Troubleshoot issues pertaining payroll system and process.
- Continuous improvement on payroll related and integrations.

Integration System Support

- Monitor and support for Oracle cloud integration to other downstream application i.e iDME, email and IT ticketing tool.
- Review any change request by user for any enhancement or change for integration.
- Design and control any change, patch, or any relevant action on the solaris and e-Biz application.

Control & Compliance

- Perform audit and compliance process as required by management especially on payroll IT audit mgmt.
- Ensure section process follow SOP and perform self-testing annual basis
- Participate on annual dept audit committee for the external and internal audit.

APAC HR Systems and Analytics Specialist

Kimberly-Clark Regional Services

September 2016 – July 2020

Virtual Shared Service

- Design SLA agreement between country and shared service center
- Prepare Roles & Responsibility between Business User & Shared Service center
- Lead process map between shared service scope and country and identify the gap
- Propose alternative solution based on identifying the gap and buy in from business user
- Plan and prepare change management process for the migration process
- Prepare monthly dashboard on SLA & Informational Matrices for the stake holder review
- Configure & identify case categories for a case management tool.
- Migration process from country to shared service center especially on Lifecycle & benefits management.
- Simplification and process improvement for any shared service transaction.
- Perform control and check to ensure operation as following the standard operating process.

Workday System Management

- Partner with Global HRIS (IT), the APC Workday Super User and APAC country HR teams to ensure company leverages Workday effectively
- Perform complex and time-sensitive transactions in workday
- Administering business process approvals & reassign workflow
- Provide expert advice to local HR teams around business processes in Workday; if necessary, involve and/or escalate to the HRIS team. For example, answer questions around transfers, promotions, delegation and the use of Employee/Manager Direct Access.
- Conduct security access audits in Workday.
- Support and supervise Workday life cycle process for Hong Kong, Malaysia, Australia & New Zealand.

Reporting & Analytics

- Partner with country & APAC HR to manage the HR Dashboard and run reports.
- Provide reporting to support audits
- Provide reports and predictive analytics to support HR projects and talent management processes
- Link to the global HR analytics team to share best practices and keep up to date

HRIS Capability Building

- Facilitate and/or conduct Workday release testing
- Lead the system training and capability development of HR in Workday
- Provide backup support to other Regional HR Consultants across all regions
- Share knowledge and assist in onboarding new APAC HR Consultants

Payroll Outsourcing Project

- APAC Functional Lead between country SME & Vendor Consultant
- Manage 8 countries outsourcing to ADP solution.
- Manage solution design from the perspective of automation and simplified process
- Derived mapping between the legacy system and the new vendor.
- Prepare & involve in test cases, SIT, UAT, parallel with SME country & Payroll Vendor
- Lead data migration between legacy system to Payroll vendor.
- Prepare a Cutover plan that involves data cleansing, manipulation and SSL

HRIS Coordinator, Group HRIS

Technip Corporate Services

March 2015 – September 2016

Based in India

- Managing client from all Technip entity.
- SPOC support for recruitment, performance appraisal & people review tool.
- Provide solution for all issues and escalate to vendor if required.
- Design solution integration between local HRMS with Group tool and application.
- Responsible for security access for role & scope for Group application module.
- Manage & coordinate group reporting between region and entity for the management.
- Project manager for performance appraisal campaign, recruitment, compensation and analytic deployment for group deployment.
- Team member for designing service, task & scope between entity and shared service organization.

- Service delivery support for integration issues and application support for group tool
- Create & design reporting analytics for group and entity usage

Client Services Manager, Group HRIS
Technip Corporate Services
December 2014 – Mar 2015
Based in India

- Managing client from Middle East & APAC region.
- SPOC support for any HRIS issues
- Provide first analysis on technical issue prior escalate to operation team
- Design solution integration between euHReka to Taleo Learn & Performance

Implementation Lead, GEOS Malaysia
Technip Geoproduction (M) Sdn Bhd
January 2014 – November 2014

- SME for HR
- Design solution integration between SAP & Oracle HR
- Design Core HR module for integration between finance, Project, Cost Control and Procurement module
- Prepare process flow on integration between SAP & Oracle HR
- Provide training & support for the business user.
- Prepare testing script for UAT process
- Change management key person for Human Resource with Oracle e-biz deployment.

Section Head, HRIS
Technip Geoproduction (M) Sdn Bhd
November 2010 – December 2013

- Manage Local HRIS team
- Focal point for APAC HRIS support team.
- Design & Implement interface between euHReka & local application.
- Responsible for timely submission and compilation of HR statistics and analysis to internal and external parties.
- support HR reporting and statistics compilation for Asia Pacific region (monthly headcount report, turnover rate, budget headcount and business operational review)
- Implement and maintain HRIS systems to meet the organization's needs and objectives
- Support system updates, process changes, and maintain data integrity.
- Create and update existing reports to meet end user requirements

- A liaison between IT, HR and Business Units on HRIS related systems
- Assign security roles and conduct audits on users' security.
- Train HRIS users on related processes
- Develop or recommend solutions to address gaps/improvements in systems and processes
- Work on new projects related to HRIS needs and requirements.
- Coordinator for performance review in APAC

Assistant Manager

CIMB Group Bhd

Jun 2006 – October 2010

- Maintaining Data for all staff CIMB Bank and System Administrator for the Oracle Application e-HR. Coordinate project management for enhancement and maintenance of the application.
- Project manager for all project involves in Oracle Application. Monitoring process flow for all process data entry and QA inspection for data integrity. Provide solutions for troubleshooting certain applications using Oracle form and report by creating applications for reporting purposes.
- In charge of the help desk for e-HR support for all CIMB Bank. Analyze the question and provide the solution to the staff and give guidelines for certain policies.
- Generate monthly manpower analysis for the top-level management monthly meeting (i.e new join, resign and manpower strength). Manage the business unit request for data or MIS reporting. Monthly total cost by business unit, grade analysis, race analysis, education and year of service. For the quarterly report submission medical expenses analysis and bank negara report submission
- Manage Local Data management team
- Focal point for eHR system support and maintenance
- Design & Implement interface between eHR and other application
- Responsible for timely submission and compilation of HR statistics and analysis to internal and external parties.
- support HR reporting and statistics compilation for CIMB Bank (monthly headcount report, turnover rate, budget headcount and business operational review)
- Implement and maintain eHR systems to meet the organization's needs and objectives
- Support system updates, process changes, and maintain data integrity.
- Support HR on system issues. Troubleshoot and resolve cases within agreed service level agreement
- Create and update existing reports to meet end-user requirements

Interests

Surfing Internet & Technology application

Training

Malaysia Labor Law Training
 Oracle certified e-business suites HR Module
 Oracle certified sql/plsql
 SAP Navigation Training
 Oracle Fusion Core HR
 Workday Core HR

Workday Recruitment Module
Workday Performance Module
Oracle Performance Management
Oracle Absence
Kronos time management admin
Oracle Core HR Fusion
Taleo Recruitment
Taleo Core HR
Taleo Performance Management