

Fauzi Azlan

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SUMMARY

Dedicated and accomplished recruiter with over 13 years of comprehensive expertise spanning the banking, fintech, and education sectors. A results-oriented professional skilled in sourcing, attracting, and selecting top-tier talent to meet organizational objectives. Adept at driving recruitment strategies, optimizing processes, and fostering meaningful collaborations across diverse industries. Proven ability to adapt to evolving landscapes, aligning recruitment efforts with industry trends and business needs. Always forward-thinking, I relentlessly explore avenues for improvement within the organization, looking for innovative ways to elevate recruitment strategies and enhance overall operational efficiency.

EDUCATION

UNIVERSITI TUN ABDUL RAZAK

Master in Strategic Human Resource
CGPA : 3.75
Year : 2013

UNIVERSITI TEKNOLOGI MARA

Degree in Human Resource Management
CGPA : 3.17
Year : 2010

SKILLS

- Talent Assessment & Acquisition
- Candidate Sourcing
- Candidate Screening
- High-Volume Staffing
- Negotiations
- Employee Onboarding
- Branding
- Client Relationship Management
- Project Management
- Problem Solving
- Leadership
- Time Management

EXPERIENCE

CREDIT GUARANTEE CORPORATION (M) BERHAD *Senior Talent Acquisition & Onboarding*

July 2022 - Present

- Employed various sourcing methods, including online job boards, social media, and professional networks.
- Screened, interviewed, and assessed candidates to ensure alignment with both role requirements and company culture.
- Conducted orientation sessions to introduce company policies, values, and expectations.
- Built and maintained a robust talent pipeline, proactively identifying potential candidates for future hiring needs.
- Cultivated and maintained strong relationships with candidates, hiring managers, and external partners, fostering positive interactions and effective communication.
- Stayed up-to-date with employment laws and regulations, ensuring HR compliance throughout the recruitment and onboarding processes.
- Strategically plan and execute company participation in career fairs, ensuring alignment with recruitment goals and employer branding strategies.
- Oversee booth setup, design, and branding to create an inviting and impactful presence, capturing the essence of the company culture.

EXPERIENCE

- Coordinate and manage logistics, including booth materials and promotional collateral, to facilitate seamless event operations.
- Develop engaging and informative presentations to showcase the company's value proposition, career opportunities, and industry prominence.

Achievements / Contributions

- Successfully spearheaded a strategic initiative to develop the company's captivating career tagline, resulting in the creation of the impactful statement: "Power-up your career at CGC."
- Revitalized the company's career fair presence by redesigning and enhancing the career fair banner, transforming it into an interactive and engaging centerpiece.
- Pioneered the creation of a standardized LinkedIn job posting template strategically designed to highlight the company's fresh career tagline, "Power-up your career at CGC."

AMBANK (M) BERHAD

Assistant Manager, Talent Acquisition Specialist

November 2017 – July 2022

- Executed recruitment process including sourcing, screening, shortlisting, interviewing, background check, approval, for fresh graduates to senior management positions.
- Managed to reduce average recruitment turnaround time from 60 working days to 30 working days by working closely with recruitment teams and hiring managers.
- Work closely with Hiring Managers and HR Business Partners on talent acquisition assignments.
- Execute talent attraction strategies to provide qualified and diverse candidate pool for all positions.
- Manage talent attraction via job advertisement, referral program, online job posting and other recruitment avenues.
- Ensure recruitment processes run smoothly and talent requisitions are successfully closed in the stipulated time-frame.
- Provide HR advisory and guidance in recruitment matters to hiring managers.
- Received positive feedbacks from key stakeholders for providing exceptional HR support and advisory.
- Build strong rapport with the internal employees and hiring managers by organising face-to-face session to understand their working experience, challenges, requirements etc.

Achievements / Contributions

- Successfully lead the transition of support function into the talent acquisition team in AmBank.
- Part of the HR Onboarding project, responsible to lead pre-onboarding initiatives for new hire.

AGROBANK

Senior Executive, Sourcing & Recruitment

July 2016 – November 2017

- Managed recruitment activities in ensuring the organization requirement on its personnel planning are fulfilled.
- Conducted HR Induction and improved the onboarding experience to create a sense of belong for all the new joiners.
- Executed recruitment process including sourcing, screening, shortlisting, interviewing, background check, approval, for fresh graduates to senior management positions.
- Build rapport with hiring managers by organising face-to-face meetings to understand department plans and recruitments needs.

Achievements / Contributions

- Key contributor in 2016 branding strategy and implementations that results to an improved 2017 M100's ranking from 44 to 38.

EXPERIENCE

TOUCH 'N GO SDN BHD

Senior Executive, Human Resources

August 2014 – July 2016

- Single-handedly managing the end-to-end recruitment activities including sourcing, screening, shortlisting, interviewing, background check, approval for fresh graduates to senior management positions.
- Conducted HR Induction for new joiners.
- Prepare monthly update on staff surplus / shortage report in comparison with the approved manpower budget.
- Member of XO Team in Touch n Go responsible to plan and organize activities for employees.

Achievements / Contributions

- Revised Touch n Go recruitment policy.
- Improved hiring background check by engaging with third party (Verity Intelligence Sdn Bhd) for all new hires and existing staff (periodically).
- Successfully develop flexible working hours policy.

RHB BANK BERHAD

Talent Acquisition Specialist

August 2012 – August 2014

- Led a mass recruitment of more than 20 branches across Perak, Sabah, Sarawak region, Kuala Lumpur and Selangor.
- Worked closely with Human Resource Business Partner (HRBP) in planning and execution of hiring activities and strategies.
- Managing the end-to-end recruitment activities including sourcing, screening, shortlisting, interviewing, background check, approval for fresh graduates to senior positions.
- Participate and responsible to plan for mass recruitments in my own region / portfolio such as attending job fairs, walk-in interview and participate in other events.

Achievements / Contributions

- Successfully interviewed 90 candidates in Perak Region, manage to close vacancies most of branches.
- Received good feedbacks from Hiring Managers due to the consistency of mass hiring arrangement once a week and providing good numbers of turnup candidates for each of mass interview session.

UNIVERSITI TUN ABDUL RAZAK

Executive, Human Resource

August 2010 – August 2012

- Managing the end-to-end recruitment activities including sourcing, screening, shortlisting, interviewing, background check, approval for fresh graduates to senior positions.
- Conducted HR Induction for new joiners.
- Maintain and update company and department organization charts.
- Responsible for new joiners medical and staff card preparation.
- Reviewing staff contract renewals and academic appointment.