

REDZUAN SYAH RAHMAT

HR PROFESSIONAL

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Over eight years of professional experience in Human Resources Management in particular planning and recruitment, remuneration and benefits. Experienced in managing multinational employees with different culture and attitude. Responsible and committed individual in achieving and delivering results. Eager and fast learner. Highly motivated, positive and good team player. Able to work with people from different background, culture and seniority.

BANK OF TOKYO-MITSUBISHI UFJ (MALAYSIA) BERHAD

August 2012 – Present

Key accomplishments:

- Developed new training calendar with improved features such as user-friendly and relevant references.
- Established MOU with University Malaya on the internship program.
- Enhance policy and procedures for recruitment process and improve the ease of usage.
- Entrusted with the responsibility as one of the key members to develop the HR Portal.
- Identified as the key team member for the 100 days project.

Work Experience

Senior Assistant Vice President Assistant Vice President

**(June 2017 – present)
(August 2012 – May 2017)**

Areas of responsibilities include recruitment and manpower planning for executives and non-executives; new employee orientation; and training and development. Develop plans to ensure effective talent pipeline and preventive measures to minimize manpower issues. Ensure learning and development programs are effective in supporting employees' performance. HR partner to operation teams - provide effective HR support and resolve daily operational employees' issues.

Recruitment

- Design, develop and implement effective recruitment strategies by leveraging a mix of career fairs, referrer programs, social media, job portals and search firms.
- Conduct interviews and assessments for new recruits to evaluate their job fit and culture fit.
- Advise and support hiring managers throughout the recruitment cycle – from developing job specifications to successful onboarding.
- Advise management on new employees' compensation package and follow up with management for approval.
- Develop and implement new induction programmes and materials, and conduct orientation programs for new employees.
- Manage communication pertaining to employees' mobilization - transfer, recruitment, visa application, redesignation, secondment, promotion and resignation.
- Prepared manpower reports for Management, Bank Negara Malaysia, Group HR Asia and Head Office in Tokyo.

MANIPAL INTERNATIONAL UNIVERSITY

October 2011 – April 2012

Newly set up University, with fewer than 30 employees during the inception period.

Key accomplishments:

- Managed to fill up more than 10 positions after 2 months joining the university, 90% ahead of timeline.
- Developed and rolled out successfully the new recruitment policy and processes.
- Managed to get mutual agreements with the panel clinics to enforce new process of pre-employment medical checkup.
- Developed training and recruitment process flow custom made for the University.

Training and Development

- In Charge of Japanese Language Education Program and Global Rotation Training Program.
- Analyze, review and evaluate training and learning interventions.
- Design, develop and manage training-related material and organize training facilities.
- Ensure proper documentation and maintenance of training records.
- Provided extended support to training department.

Employee Relations

- Manage, maintain and update HR Portal – include uploading news, improve user experience of the portal.
- Monitor and enroll the implementation of Group Insurance scheme; update insurance policies including Term Life, Personal Insurance and Medical Insurance.

Senior Human Resource Executive

Responsible in setting up the recruitment arm the University. Developed and implemented recruitment strategy. Recruitment portfolios include Professors, Associate Professors and management staff (Malaysian and Expatriate). Identified and resolved recruitment and manpower issues.

- Analyzed manpower supply and demand, reviewed and developed recruitment process. Developed manpower plans with relevant Deans of every school.
- Planned, implemented and monitored the placement and welfare of permanent and contract employees.
- Ensured the corporate policies and procedures are adhered to.
- Prepared, updated and presented monthly recruitment report for management meeting.
- Worked closely with recruitment service providers such as headhunters and recruitment agencies, Jobstreet, and The Star.
- Conducted induction program for new hires, prepared onboarding program and organized employees' access, work equipment for new employees.
- Reviewed all documentation for new hires such as official letters, contracts, and agreements.
- Supported other HR functions and projects such as reviewed the company policy and handbooks, and re-organized division structure.

**PETRONAS
2007 – 2011**

**Petronas Carigali Sdn. Bhd
October 2009 – July 2011**

Key accomplishments:

- Managed welfare and resolved issues of 500 direct hire staff locating in Kuala Lumpur, Sabah, Sarawak, Terengganu and overseas, with minimal resources and high efficiency.
- Initiated, developed and executed a clearer on boarding process for new employees. The new on boarding process has minimized the employees' complaints by more than 80 percent. The new process has also later been replicated in other divisions.
- Appointed as key team member to undertake remuneration and benefits study for PETRONAS and PETRONAS Carigali Sdn Bhd. Task completed on a timely manner and all milestones met.
- Zero penalty incidents by ensuring all income tax payment for more than 300 expatriates are cleared on a timely manner.

**PETRONAS
2007 – 2011**

**Petronas Carigali Sdn. Bhd
July 2007 – Sept 2009**

Key accomplishments:

- Developed and rolled out successfully the Employees Handbook and New

Executive (Remuneration & Benefits – Direct Hire Staff)

Managed over 500 contracts for direct hire of local and foreign staff and this includes compensations and benefits, contract renewal, claims, leaves and medical expenses. Ensure compliance of statutory requirements such as Immigration, Inland Revenue Board and PETRONAS policies and procedures.

- Managed, monitored and obtained approval from management pertaining to contract renewal changes in contractual terms; this includes initiate meeting to discuss on contract renewal, reviewed and prepared remuneration package.
- Collaborated with recruitment team in providing assistance to ensure smooth on boarding process for new staff.
- Managed and monitored the attrition process (resignation, termination, contract expiry) by updating in the system and advice the process to the staff accordingly.
- Managed immigration processes to ensure that all expatriates staffs and their dependents have the proper documents, in compliance with the immigration's rules and regulations.
- Attended to and provided solutions on staff's queries or problems pertaining remunerations and benefits such as claims, payroll and other entitlements.
- Managed relationship and liaise closely with third party such LHDN, tax consultant and medical insurer to ensure matters pertaining to the respective parties are resolved accordingly.
- Managed and reviewed salary payment process, claims reimbursement, allowances, tax and salaries deductions and home leave passage.

Executive (Planning & Recruitment)

Planned and recruited executives and non-executives from various level of experience and background (technical and non-technical) positions. Identified and resolved recruitment and manpower issues.

- Analyzed manpower supply and demand, developed recruitment plan and collaborated with Talent Sourcing department exercise to meet business requirement. Conducted discussion with relevant stakeholder in developing long term manpower plan.
- Planned, implemented and monitored the placement and welfare of permanent and direct hire contract staff.

Employees Guide for the company.

- Managed more than 100 contract staff (executive and non-executive level) from 10 manpower service providers.
- Key team member in establishing the provision of Professional Manpower Services.
- Managed to fill up more than 200 positions various position and background, 90% ahead of timeline.

SIMEDARBY MOTOR DIVISION (FORD)

Jan 2007- June 2007

Key accomplishments:

- Managed to inspect more than 10 vehicles a day as compared to 4 vehicles per day as per the company standard of inspection.
- Managed to minimize complaints from dealers and customers with regards of defects of vehicles by an approximately 85% in 3 months

Ensured the corporate policies and procedures are adhered to.

- Managed and maintained information to be use by People Planning department.
- Prepared and updated monthly recruitment report and presented in management meeting.
- Involved in recruiting Manpower Service Contract (MSC) staff and collaborate with supply chain management to supply the manpower to any projects in respective departments.
- Supported other HR functions and projects such as pay visit to hospitalized staff, admit sick staff to medical centre, visit the family of the staff who involved in accident.

Management Trainee (Marketing & Operations)

Conduct quality inspection on vehicles manufactured by FORD which includes functionality, body kits, accessories, body paint, internal and external part of the vehicles of completely knocked down and completely built up. Managed orders and bookings from the customers including:

- Managed and maintain vehicles data in the system including chassis number and order number.
- Ensure safety and quality compliance of vehicles and worked closely with Plant Manager and Supervisor ensure this objective is achieved.
- Worked together with senior executive in promoting and marketing of the brand

Education

Master in Business Administration

Bachelor of Business Administration (HONS) Islamic Banking (CGPA 3.37)

Diploma In Banking (CGPA : 3.06)

UNIVERSITY MALAYA (UM) 2013- 2017

UNIVERSITI TEKNOLOGI MARA (UiTM) (Selangor) 2004 – 2006

UNIVERSITI TEKNOLOGI MARA (UiTM) (Johor) 2001 - 2004

Valid till 30 November 2014
Valid till 30 November 2014

CERTIFICATION

Basic Offshore Safety & Emergency Training (BOSET)
Helicopter Underwater Escape Training (HUET) with
Emergency Breathing System (EBS)

OTHERS INFORMATION

TRAINING ATTENDED

- Problem Solving and Decision Making
- HR Asia Conference
- Value of Integrity
- Business Writing Skills
- HR courses (Planning & Recruitment)
- Introduction to Oil and Gas Industry

SKILLS

Language: Fluent in Malay and English (written and spoken)
Computer knowledge: Microsoft office, expose as an end user of SAP system and HRIS

EXTRA CURRICULUM

- Emcee for 'Special Briefing to Staff', Safety Campaign, Business Orientation Programme, Tea Talk, Staff Engagement Event.
- Lead communication team in Staff Engagement Event, Safety Campaign and Tea Talk.
- Active team member in initiating and executing corporate social responsibilities projects.
- Panel for the 2nd Management & Science University Financial Reporting Day.

HOBBIES

Reading motivational books and general knowledge, travelling to experience different cultures, physical fitness, and bowling

OTHERS

Willingness to travel : Yes
Availability: 3 months' notice
Linkedin Account : my.linkedin.com/in/redzuansyah