
Md Aris Md Isa

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Nationality: Malaysian

Marital Status: Single

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PROFILE & STRENGTHS

Great passion to work with well-established and employee oriented company that has a concrete vision and dynamic learning culture which provides opportunities for extensive on-the-job exposures, infinite formal learning opportunities and career-advancement. It's my desire to work in an environment that appreciates multi-talents and diversity, strives for excellence & continuous improvement in all facets of its operations.

PERSON ATTRIBUTES

- Fast learner, strategic thinker and focused
- Committed to professional development, honest, caring and helpful
- Diplomatic and responsible

PROFESSIONAL EXPERIENCE

• CMA CGM (M) Sdn Bhd, Shared Services Centre (Jan 2013 – Present)

Senior Executive, Human Resources

Key Responsibilities:

- In charged of end to end recruitment activities for the Financial & Export Documentation under CMA CGM Shared Service Centre (SSC) (more than 300 staff) based in Kuala Lumpur.
- Worked closely with the Department Heads and actively involved in strategic planning, operational decisions, training and development, talent & performance management.
- Be the key person for the Shared Services Centre for man power planning and budgeting.
- Collaborated with Talent Corp for their talent retention programme for ACCA students within the organization.
- Hired few interns from local universities as a channel to promote working environment in Shared Services Centre.
- Conducted the Onboarding Program for new hires on their first day.
- Make sure all documents signed by new joiners and keep it into P-Files.
- Prepared report for recruitment activities on weekly and monthly basis.
- Prepared the Headcount report for Asia Regional Office (based in Hong Kong) on monthly basis.
- Expatriate management such as employment pass application, PVP, Cancellation.
- In charge of Visa application for the staff on the floor to go abroad and vice versa
- Administered the yearly performance evaluation system (Sextant)
- Handled disciplinary matters that involved Shared Services staff (Domestic Inquiry)

Key Achievements:

- Managed to reduce turnover rates from 45% (Y2012) to 25% in (Y2013) and closed 124 positions for the same year.
- Managed to reduce 38% of recruitment cost for the (Y2013) and able to eliminate the recruitment charges from Head Hunters.
- Managed to achieve the set up KPI target to engage with universities in order to hire high caliber graduates from local universities such as INTI University, MMU, Unirazak, UTAR, UM and MSU.
- Able to builds and nurtures long-term relationships with the universities Career Centre to get involve with in campus recruitment activities.

- Hired 30% fresh graduate from total numbers of recruitment in 2013 (Total new hire 124 for Y2013).
- Introduced the new on boarding project (full orientation day, new joiners' toolkits).
- Introduced the "The Tarik Session" with new recruits after 3 months on boarded to collect feedbacks from the focus group interview.
- Contributed to the Human Resources team to achieve ISO Certification.
- Awarded as Employee of the Quarter'2014 within Shared Services Centre and nominated for employee of the Year for 2013 globally.

● **RBC (Royal Bank of Canada) Investor Services, (May 2009 – December 2012)**

Talent Acquisition Officer, Human Resources

Key Responsibilities:

- Recruited to manage full spectrum of recruitment and selection function including sourcing, screening and placement of potential candidates according to company needs.
- Issuance of appointment letter for local new hires and international mobility contract for expatriates.
- Conducted presentation for campus recruitment.
- Partnered with Business Units and conduct engagements with talents sources.
- Engaged with universities to source fresh talents such as Taylors University, INTI International Universities, Multimedia University, UTAR, Monash University, UITM, UM, UUM.
- Collaborated with few professional bodies such as MIA, ACCA, CIMA to cater experience candidates.
- Partnered with L&D team to plan & coordinate on boarding activities for new recruits' first day with the organization.
- Provided support and advice to relevant stakeholders at all levels within the organization pertaining to recruitment.
- Collaborated with relevant stakeholders (Group Human Resources – Compensation & Benefits, L&D, IT division) to ensure alignment of processes/policies and efforts.
- Dealt directly with MDEC pertaining to work permits for expatriates and families.
- Managed the reimbursement from MDEC for fresh graduates hiring.
- Updated the daily recruitment tracker for stake holder and report the recruiting activity regularly as required.
- Prepared the P-files based on check list before hand over it to the HR admin team.
- Maintain efficient working conditions of office facilities and other general administrative support.

Key Achievements:

- Key person for the establishment of assessment center for new recruits such as DISC test and typing test. Liaise directly with vendors.
- Managed to hire 150 staffs for new migrations in 2011 and few migrations in 2012.
- Introduced the Buddy System to Operation teams to make sure smooth transition from training to production.
- Won the Catalyst Award for group contribution as Recreation Committee.

● **OCBC Bank Berhad, (May 2007 – April 2009)**

Junior Recruiter, Human Resources

Key Responsibilities:

- Recruited to provide support to the hiring manager to ensure hiring needs are fulfilled in a timely manner and implement recruitment plans.
- Handled few junior positions such as Bank Officer, Personal financial consultant, direct sales and call center.
- Placed adverts in Job Street and liaised with recruitment agencies on vacancies available.
- Scheduling and arranging candidates' interviews with the technical and management interview panels.
- Assisted in reference check for security background and CTOS.
- Managed all the in and out resumes.
- Key person for all administrative work that involve stationeries and shipment.
- Managed all the invoices for contractors at the bank.

Key Achievements:

- Aligned the whole process for contract staff management including hiring activities, placement charges and invoicing.
- Applied knowledge from university to real life working environment.

EDUCATION

- Bachelor (Hons) in Tourism Management, UITM, Shah Alam (2005 ~ 2007)
- Diploma in Tourism Management, UITM, Shah Alam (2000 ~ 2003)
- Sekolah Menengah Sains Muzaffar Syah, Melaka (1995 ~ 1999)

LANGUAGES SKILL

- Native Malaysian
- Proficient in English

TRAINING & SKILLS

- Skilled in Microsoft Office Suite (Word, Excel, and PowerPoint)
- Outstanding Internet Research Tool
- Skilled in Presentation with collages for company branding
- Attended DISC Training – Candidates Behavior Identification
- Attended Microsoft Excel Training Level 1 & 2
- Attended Maximizing Pivottable Training

EXTRA CURRICULAR ACTIVITIES

- **Volunteering Program**
 - Rumah Anak Yayasan Chow Kit
- **Club and Society**
 - Recreation Committee for RBC IS 2011 & 2012
 - Committee for Employee Engagement Team for CMA CGM 2013 & 2014

OTHERS

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|------------------------|---|---|
| Current Package | : | Basic RM 5461 (1 month contractual bonus) + Parking Allowance |
| Notice Period | : | After December 2014 |
| Expected Package | : | RM 7000 (Negotiable) |
| Reason for looking out | : | CMA CGM SSC is shifting to India by November |

REFEREES

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Talent Acquisition Senior Executive (former)
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Head of Human Resources (current)
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