



PROFILE

Certified HR Manager who are interested in helping business reach their goals and helping employees reach their potential.

Experienced in Performance Management and Compensation with a demonstrated history of working in the telecommunications industry. Skilled in Career Development, Compensation & Benefits, Workforce Management, Performance Management, and Employment Contracts.

CONTACT

PHONE:
019-955 5335

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sofiana1704@yahoo.com

INTEREST

Club memberships
Volunteer work
Traveling

REFERENCES

Zulkefli Abdul Rahman,
Current Superior
03-22404460
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Azman Shah Mohamed,
Previous Supervisor
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ARNIE SOFIANA ANNUAR

Manager Remuneration & Performance
Management

WORK EXPERIENCE

TELEKOM MALAYSIA BERHAD
MANAGER REMUNERATION & PERFORMANCE MANAGEMENT
August 2013–Present

Compensation

Responsible for the analysis and administration of compensation programs, Long-Term Incentive Plan (LTIP), Milestone Incentive Plan and deferred compensation plans. Provide consultation on compensation matters to the management. Assists and engages/manages external consultants with matters related to compensation. Additionally, also capable of resolving escalated issues arising from operations and requiring coordination with other departments.

Performance

To ensure performance management processes are being adhered, focusing on Top and Senior Management's performance. Using SAP SuccessFactors as a tool in managing the performance processes.

Contract Management

Managing Employment Contract for Top & Senior Management (Pivotal Positions) including the benefits and remunerations package.

TELEKOM MALAYSIA BERHAD
ASSISTANT MANAGER SOURCING
August 2012- July 2013

Responsible for handling the company's end to end sourcing operations such as scheduling employees, on boarding new employees, and hiring new employees. Coordinating with Human Capital Business Driver on the requirements of any vacant positions.

TELEKOM MALAYSIA BERHAD
ASSISTANT MANAGER PROMOTIONS MANAGEMENT
ASSISTANT MANAGER CENTRALISED SERVICES
2008-2012

Promotion

Responsible in monitoring internal HR systems (SAP) and data bases in preparation for promotion exercises (executive and non-executive).

Centralised Services

Assisting the operational daily process to meet an organization's goal. Responsible to answers all HR related queries and managing data of employees, ie contract extension, confirm probation.

TELEKOM MALAYSIA BERHAD**SALES EXECUTIVE**

2006-2008

Responsible in identifying new business prospects and selling services to SME customers. Maintain relationships with current customers and build and maintain relationships with new customers. Collect and analyze information and prepare data and sales reports.

EDUCATION & CERTIFICATION

**MALAYSIAN INSTITUTE OF HUMAN RESOURCE
MANAGEMENT (MIHRM)**

Certified Human Resource Manager, Human Resource (2015)

Certified Human Resource Manager programme is a blend of theories, practices and case studies in the management of human resources. The course has been endorsed by MIHRM National HR Leaders of Malaysia and past graduates have attained successful careers in the industry.

HARRISON ASSESSMENT

Certified Harrison Debriefer

Harrison Assessment is a Predictive Analytics to Acquire, Develop, Lead & Engage Talent. Harrison behavioral assessment is ideal for the full cycle of talent management: recruiting, onboarding, mentoring/coaching, leadership development, team development and succession/career planning.

**KOLEJ UNIVERSITI SAINS DAN TEKNOLOGI
MALAYSIA(KUSTEM) NOW KNOWN AS UNIVERSITY
MALAYSIA TERENGGANU (UMT)**

Bachelor of Applied Science - BASc

Analytical Chemistry & Environment

2003 – 2006

Environmental Chemistry, with investigation of the effects of chemical compounds in nature (air, water, soil, food chains and organisms).

Analytical Chemistry, with the development of analytical methods to be used to solve problems in environmental chemistry, such as environmental monitoring, studies of the quality of water and pollutants contents of effluents.

SKILLS (TECHNICAL &SOFT)

Career Development

Critical Thinking

Communication

Employee Benefits Design & Retirement Options

Problem Solving

SAP