

NUR AIN AMRAN

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PERSONAL OBJECTIVES



**TRANSFORMING HR CULTURES,
AND BUILDING A GREAT HR
INFRASTRUCTURE TO ENSURE THE FUTURE HR
SUSTAINABILITY WITH GREAT PASSION**

HR PROFESSIONAL ACHIEVEMENTS & EXPERTISE

In summary - An experienced HR professional and confident HR Generalist and specialist, able to set up rapport and convey information with clarity and enthusiasm. Was a Certified Human Resources Officer from the Malaysian Institute of Human Resources Management (MIHRM) with proven track records with Multinational Companies and Malaysian Companies.

HR SKILLS

- | | | |
|--|--|---|
| • Strategic Human Resources Planning & Budgeting | • Succession Planning & Development | • Human Resources Operation |
| • Talent Acquisition | • Performance management and Compensation Programs | • Employment Law & Expatriate Management |
| • Learning Development | • Merger & Acquisition Restructuring | • Job Analysis, Designing Job Description & Scope |

PROFESSIONAL EXPERIENCE

PETRONAS (ENERGY AND GAS)

The PETRONAS group is engaged in a broad spectrum of petroleum activities, including upstream exploration and production of oil and gas to downstream oil refining; marketing and distribution of petroleum products; trading; gas processing and liquefaction; gas transmission pipeline network operations; marketing of liquefied natural gas; petrochemical manufacturing and marketing; shipping; automotive engineering; and property investment.

POSITION: TRAINEE

(1ST NOVEMBER 2014 TO 31ST JANUARY 2015)

- Update internal databases with new employee information, including contact details and employment forms
- Gather payroll data for new employee like leaves, working hours and bank accounts
- Screen resumes and application forms
- Schedule and confirm interviews with candidates
- Post, update and remove job ads from job boards, careers pages and social networks
- Prepare HR-related reports as needed
- Address employee queries about benefits
- Review and distribute company policies in digital formats or hard copies
- Participate in organizing company events and careers days

PROFESSIONAL EXPERIENCE

SICPA PRODUCT SECURITY (MULTINATIONAL CORPORATION COMPANY)

SICPA is a trusted security provider and adviser to governments, security banks, high-security printers, and industry – providing secured identification, traceability, and authentication solutions and services.

POSITION: HR EXECUTIVE (10TH FEBRUARY 2015 – 31ST JANUARY 2017)

My key responsibilities: -

- Responsible for the full spectrum of HR functions, namely manpower planning and recruitment, compensation and benefits, learning and development, industrial relations, and employee relations.
- Supporting the Company's short and long-term business strategies.
- Consulting with line management and provide daily HR guidance
- Analyzing trends and metrics with the HR department
- Resolving complex employee relations issues and address grievances
- Work closely with management and employees to improve work relationships, build morale and increase productivity and retention
- Provide HR policy guidance

- Monitor and report on workforce and succession planning
- Identify training needs for teams and individuals
- Evaluate training programs
- Suggest new HR strategies
- Attract and retain top talent
- Improve employee engagement and productivity
- Minimise legal and compliance risks
- Achieve department KPI for overall business objectives
- Facilitate HR Project of transforming the new HR structures and completed the reorganization structure on Rewards, Compensation & Benefits for the Cyberjaya Office business expansion to be in line with SICPA all over the world (Africa, Asia, Europe, Middle East, North America, Oceania, and South America).
- Worked closely with the Business Unit Leaders in the overall development and implementation of the Compensation strategy for Malaysia Operations and supported the HR Global activities for Human Resources.

PROFESSIONAL EXPERIENCE

TRADEWINDS PLANTATION MANAGEMENT SDN BHD (AGRICULTURE BUSINESS- PALM OIL PLANTATION)

The range of businesses is diverse in a vast array of industries. This includes Agriculture, energy, utilities and telecommunications, various port operations, automotive, and manufacturing among others. This company sits at the helm of other renowned establishments led by Tan Sri Syed Mokhtar Albukhary and empowered by some of the most capable individuals from a multitude of industries.

POSITION: SENIOR EXECUTIVE, HUMAN RESOURCES

(1ST FEBRUARY 2017 TO 31ST MARCH 2019)

- Responsible for the full spectrum of HR Services, Compliances, and HR group functions, namely manpower planning and recruitment, compensation and benefits, learning and development, industrial relations, employee relations, HR Audit, and HR Compliances.
- supporting the company for short and long-term business strategies.
 - HR Strategy and Manpower Plan
 - Talent Management including EXPAT Management
 - Remuneration and Benefits
 - Employee (Industrial) Relations Systems, Staff Relation, and Counseling Role
 - HR Administration Role
 - Networking and Relationship Building
 - Leadership and Capability Development
 - Training
- Delegate HR-related tasks and set objectives for team members, track employee growth, and monitor daily performance
- Oversee compliance audits and manage performance appraisals based on the data track annually as per company regulations
- Develop and implement company policies and procedures that help promote a healthy and productive work environment
- Research staffing trends, establish systematic workflows, and recommend solutions to improve our company's recruitment practices
- Determine HR metrics, such as turnover rates and cost-per-hire, review departmental budgets, and maintain employee records
- Liaise with existing employees and address their requests and grievances to ensure a safe and productive workplace
- Guide management on compliance-related matters and demonstrate findings through virtual meetings and presentations
- Lead and coordinate onboarding for new hires, process probationary feedback, and manage employee evaluations and terminations

POSITION: MANAGER, HUMAN RESOURCES

(1ST APRIL 2019 TO 31ST NOVEMBER 2023)

A Grade Promotion and transfer to Manager Human Resources position and responsible to work with management to help align an organization's people strategy with the company overall business strategy.

My key responsibilities: -

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

POSITION: SENIOR MANAGER HUMAN RESOURCES
(1ST DECEMBER 2023 TO PRESENT)

A Grade Promotion and transfer to Senior Manager Human Resources position and responsible to work with top management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training, and incentive programs. Was appointed to be HR Specialist in Industrial Relations (IR) matter and responsible to lead, check and ensure harmonize working environment within the Plantation's operation of 16,500 employees.

My key responsibilities: -

- Review, advise, develop and implement HR strategies, programs, policies, and procedures to ensure high ethical conduct and standards for the company in accordance with the company's core values and compliance with local regulatory requirements
- Develop, implement, and collaborate with other business units for HR audit programs and risk assessments to ensure compliance with the statutory requirements
- Support AL Bukhary Group Strategic HR initiatives by developing materials and auditing methods to ensure standardization within group companies.
- Train the Human Resources team on compliance-related initiatives, such as data privacy, employment act regulations, Human resources policies, compensation and benefits review, legal compliance, etc.
- Lead in drafting/updating HR policies and processes for the company.
- Consulting with line management and provide daily HR guidance
- Analyzing trends and metrics with the HR department
- Resolving complex employee relations issues and address grievances
- Work closely with management and employees to improve work relationships, build morale and increase productivity and retention
- Advisor to the Top Management, GM on Domestic Inquiry proceedings, Industrial court cases, HR Compliance, and internal audit findings issues and follow up on investigations with closure recommendations.
- Monitor and ensures accurate reporting of violations or potential risk violations to management for immediate attention.
- Lead the recruitment team for finding, recruiting, hiring, and retaining talented candidates.
- Lead in the implementation of programs that aim to attract, measure, develop and manage an organization's talent pool.
- Helps management evaluate the effectiveness of the organization's talent strategies.

EDUCATIONS

INTERNATIONAL UNIVERSITY OF MALAYSIA — COMPLETED

- ✓ Graduated Master of Business Administration (M.B.A) – (2021)
- ✓ (Majoring in Business Management)

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA -COMPLETED

- ✓ Bachelor of Human Resources Management – (2015)
- ✓ (Dissertation/Thesis Majoring In: Human Resources Management)

MALAYSIA INSITUTE OF HUMAN RESOURCES MANAGEMENT (MIHRM) -COMPLETED

- ✓ Certified Human Resources Officer (2018)

MALAYSIA INSITUTE OF HUMAN RESOURCES MANAGEMENT (MIHRM) – ONGOING

- ✓ Certified Human Resources Specialist (Industrial Relation)

HARD/ TECHNICAL SKILLS

- | | | |
|--------------------------|--------------------------------|--------------------|
| ✓ Recruiting | ✓ HR system | ✓ Microsoft Office |
| ✓ Industrial Relation | ✓ Equal opportunity compliance | ✓ Employment law |
| ✓ Compensation & Benefit | ✓ Employee benefits | ✓ HR Metrics |

SOFT SKILLS

- | | | |
|---------------------|----------------|-----------------------|
| ✓ Communication | ✓ Organization | ✓ Attention to detail |
| ✓ People Management | ✓ Leadership | ✓ Decision-making |
| ✓ Collaboration | ✓ Integrity | ✓ Affirmative action |

NOTICE AND REMUNERATION

Notice of Resignation	:	1 Month
Expected Salary	:	RM18,000
Business Trip/s	:	Flexible for Domestic & International Trips