

SYED AMIR AKIF BIN SYED KAMARUDIN

(+60)18-4064420 | akifsc@gmail.com | LinkedIn

Professional Summary

An innovative HR Lead with experience in ;

- Strategic Talent Management & Talent Development including Recruitment Planning, Succession Planning & Retention.
- Performance Management, Learning & Development, Compensation & Benefits including HR Budgeting, Manpower Forecasting.
- Employee & Industrial Relations, Staff Career Development & Career Transitions (Outplacement) / Restructuring Organization

A strong proactive leader who believes in empowerment by taking ownership & accountability. He provides coaching, training & mentoring to build cohesive teams, working together to achieve individual targets despite ensuring that strategic business objectives are achieved. An expert who can analyze workforce trends and metrics, turnover & consult key leaders by providing strategic advice for day to day performance management guidance. Akif is a high-energy individual with the ability in identifying & solving issues that impact overall organizational effectiveness. Akif is open to work in a hybrid / remote / full time environment.

Working Experience

CARSOME Sdn Bhd

People & Culture Business Partner

May 2024 - Present

Achievement for projects:

- ❖ Successfully collaborated with the People Service team to reduce complexity in redesignation in the HR system. Achieve to reduce 50% redundant and obsolete data to improve system efficiency up to 30% consumption time.

Work Description:

Acted as HR Business Partner and led through engagement on commissioning and setting up a new conducive environment in providing P&C advisory, consultation, and analytics insights to support business. This includes coaching, providing guidance, developing innovative initiatives to foster strong staff engagement, retention and fostering a positive team environment and workplace culture.

Team Lead, Talent Acquisition**May 2023 - April 2024****Number of Staff : 3 Contract Recruiter, 2 Intern.****Achievements:**

- ❖ Successfully placed a total of 90 new hires for 3 main departments (Supply Chain, Wholesale & Retail) within 4 months.

Work Description:

- Acts as the talent acquisition team lead for the Malaysia site by managing the established recruitment processes including sourcing, screening, interviews, selection, hiring and overall, on-time delivery of talent.
- Acts as a talent advisor to the business by conducting regular meetings and advising on TA processes, available talent in the market, setting hiring expectations, appropriate leveling of requisitions, etc.
- Coaches and leads the team of recruiters and coordinators daily to ensure high quality of work and on-time delivery of talent to the business; Recruits, interviews, and recommends the best-qualified staff for PayPal to provide excellent customer service and achieve established goals and objectives; Prepare, present, and negotiate job offers in a timely and efficient manner following established company standards to achieve the overall objectives of this position; Participate in the development of the annual recruiting budget.
- Partner with the Workforce Planning team to ensure TA's understanding of the hire plans, appropriate lead times followed, and TA is delivering on time; Generate candidate flow for all open requisitions utilizing the most effective and cost-efficient methods available consisting of direct advertising, preparing job postings, updating Internet sites, and selecting employment agency usage within budget.
- Prepare and deliver weekly TA reports around hire plans, hires, candidate pipelines, recruiting resources/costs, etc.
- Ensures employees are oriented and all employees' information updated on the company and its standards, procedures, and compensation packages to increase employee satisfaction and employee retention.

DHL Supply Chain (Malaysia) Sdn Bhd**Human Resources Supervisor****May 2022 - April 2023****Achievements:**

- ❖ Successfully hired multi-types of positions for FMCG clients and Transport (Drivers) within 6 months – total hiring's of 68 headcounts.
- ❖ Successfully assist Local Managers to promote internal employees in their respective departments & giving guidance to managers to manage Performance Management of their team members.
- ❖ Assisted onboarding for 120 Foreigner workers from Nepal. Splitted by 3 batch (November, December and February)
- ❖ Continuously assist Global HRBPs and respective stakeholders who plan to set up their department for a leaner organizational chart.

Work Description:

- Provide HR Generalist support and guidance for FMCG operations by supporting the local management team, people managers and employees at the site to fully utilize the HR processes to optimize performance.
- Specifically, to manage and support the recruiting, performance management, remuneration and learning and development processes for the site in alignment with DHL's standard processes and systems.
- Function as part of HR Team Member to follow relevant quality procedures to deliver quality products and services and identify and support the implementation of continuous improvement, contribute ideas on systems and process methods to improve deliverables and work safely, complying with all safety procedures, rules and instructions, and reporting workplace hazards, incidents, or injuries to managers.
- Accountable for Talent Planning – Recruitment Processes, HR Support for KL Staff (Shared Services), other HR Operations.

JBR Bundle Sdn Bhd**Human Resources Assistant Manager****April 2021 – April 2022****Number of Total Employees Managed: 118 employees****Achievements :****Recruitment**

- ❖ Succeed to fulfill Manpower requirements for new branch opening within 2 weeks timeline.
- ❖ Managed to shorten the turnaround time of hiring quality part timers from 10 days to 5 days
- ❖ Provide Ideas and champion in improving the Applicant Tracking System (ATS) recruitment system from manual application form to free Google template.

Industrial Relations

- ❖ Improved and standardized the process of main misconduct, e.g., theft & fraud among employees has resulted in greater awareness of misconduct among the employees.
- ❖ Created People Communication Strategy, collaborated with Top Management improving internal communication between employees and the management team.

Work Descriptions:

Provide consultation & advisory to Store Management Team & represent Store at Management Level including Store HR Budget, Yearly Succession Planning for 3 years span for the Store. Led & manage the following which comprises record and data housekeeping, HR Strategy which includes Business Competence, Talent Management & Development including succession planning, Employee Relations (ER), Industrial Relations (IR) and Learning & Development (Training).

CTRM Aero Composite Sdn Bhd**Human Resources Operations Support Specialist****September 2017 – December 2020****Achievements :****HR Project Initiatives**

- ✓ Acted as HR Representative in every location of employee secondment program.
- ✓ Prepare a report for HQ Payroll team during the transition program.
- ✓ Secured accommodations within a limited time followed budget allocations.

Employee Engagement

- ✓ Created People Communication thru E channel as primary communication, collaborated with Local Communication & Marketing Dept., on improving internal communication between employees and the management team.
- ✓ Support & appreciate employees' contribution by giving rewards such as BEST EMPLOYEE AWARD depends on budget allocation.
- ✓ Support all festive season's activities by providing a token of appreciation like gift products, Duit Raya etc
- ✓ Conduct "Town Hall" sessions annually to update all employees on performance, progress & direction.
- ✓ Collaborating closely with Leaders from all departments to create coaching & mentoring culture within their department by having one on one sessions with their second line managers at least bi-monthly basis.
- ✓ Actively involve and support the production by attending the productions activities during weekends. As a HR representative, ensure the operations are running smoothly, and staff on duty are happy and motivated.

Recruitment

- ✓ Assisted students hiring for SLDN Program (INSEP, AeroTAHFIZ)
- ✓ Assisted Open Day with ZAKAT Melaka, PERKESO and MyFUTUREJob
- ✓ Provide Ideas and participate in improving the Applicant Tracking System (ATS) recruitment system by proposing a tier of professional rates applicable for recruitment agencies.

Education Qualification : Bachelor's Degree in Public Management (Hons)

Institute/University : Universiti Utara Malaysia

Graduation Year: 2023

Skills > Duration

Recruiting, Employee Engagement, Talent Management, HR Operations Matters > 5 years

MS Office Tools (Word/Excel/PowerPoint/Office 365 etc.), Google Tools (Drive/Forms/Meet/Gmail etc) > 5 years

PR skills, Event Management, Negotiation Skills, OD & Change Management, Influencing Skills > 5 years

System – Google Workspace, Microsoft Suite, BossNet, HRMS4Unit, JIRA, Internal

Other Information

Expected Salary : Negotiable

Willing to Travel / Relocate : Yes

Availability : 3 Month Notice

References : Available upon request