

AMAR BIN ABU BAKAR

B2-7-9 Lagoon Perdana Apartment, Jln PJS 9/1
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Resume Summary

Current Position : HR Manager – Rewards & Strategy
Current Specialization : Compensation & Benefits, Payroll, Policy & Organisation Development
Highest Education : Bachelor Degree – UNITAR
Years of Experience : 12 Years
Availability : 1 month notice

Work Experience

Daihatsu (Malaysia) Sdn Bhd
HR Manager – Rewards & Strategy

Sept 2023 – Present

Compensation & Benefits (Payroll)

- Hands-on to perform the monthly payroll, ensuring accurate and timely execution. Manage all payroll reports, including monthly accrual and forecasting reports, along with related documentation within the organization.
- Evaluate and analyse the current payroll processes, policies, and procedures.
- Propose new initiatives or fine-tune existing HR-related systems to HR Head to enhance the company's competitive edge in attracting, rewarding, and retaining top talent.
- Conduct ongoing reviews of work processes and Standard Operating Procedures (SOPs) to ensure service delivery excellence.

HR Strategy (Policy & Procedure)

- Compensation Strategy: Develop and execute a comprehensive compensation strategy that aligns with the company's goals and promotes fair and competitive pay practices.
- Compensation Review Cycles: Lead the annual compensation review process, collaborating with stakeholders to ensure timely and accurate updates to salary adjustments and incentive programs.
- Analyze compensation data and HR metrics to provide insights on trends, cost-effectiveness, and areas for improvement.
- Development and enhancement of HR policies and procedures related to compensation, benefits, and other related matter.

Organisational Development

- Oversee the performance management system, ensuring effective performance appraisals, feedback, and goal setting.
- Responsible for handling key performance Indicator (KPI), appraisal for all level of employees
- Planning and execute ESG & SDG programme with comprehensive reports and disclosures, ensuring compliance with relevant frameworks and regulations.

Interim Manager – Talent Management & Employee Relation

April 2024 - Present

- Oversee of the internal talent management, training & development, industrial relation & UNION and employee engagement.

Tourism Selangor Sdn Bhd

Mac 2017 – Aug 2023

Sr. HR Executive & Administration

Payroll

- Handle the processing of payroll for all employees
- Administer employees benefits programme such as health insurance, leave, etc.
- Maintain up-to-date information of employees in the Human Resources Information System and ensure personnel files are kept up-to-date
- Maintain records of benefit plans and employee statistics for government /statutory reporting/audits
- Experience using HR2000, Boss.net and HR2Eazy

Recruitment

- Handle the staffing process from recruitment to on-boarding
- Identify prospective candidates using a variety of channels and process the interview
- Manage induction for new employees

Employee Relation / Industrial Relation

- Ensure the employees are aware of the HR policies and procedures in place and respond to related inquiries
- Handling all matters pertaining to employee misconduct, counselling, domestic inquiry, grievances, sexual harassment, and performance improvement program in accordance with the Company Policy, Employment Act and Industrial Relations Act
- Carry out investigations on any reported disciplinary issues
- Create a harmonious working environment by mediating labour disputes and grievances between employees and management

Others HR Task

- Assist the management in formulating HR policies and regulations and ensure their implementation and effectiveness
- Conduct performance appraisals for all employees to evaluate their work performance, provide feedback on strengths and areas for improvement and set goals and objectives for future development
- Handle general office administrative matters
- Perform any other duties as and when required by the management

Malaysia Structural Steel Association

July 2014 – Feb 2017

Corporate Executive – HR & Training

- Handling on compensation & benefit, recruitment and training (Major). Liaise with relevant authorities on matters relating to Human Resources
- Responsible for the corporate event of the company (AGM, Members Annual Dinner, conference and site-visit.
- Responsible as liaison officer to government regulatory bodies such as JKR, MOF, CIDB, HRDF and ROS

Ip-Mart Holdings Sdn Bhd

Oct 2013 – Jun 2014

HR Officer

- Responsible on the recruitment from screening the candidate, interview, and induction for new employees for HQ and warehouse
- Keep up to date the employee file and document
- Preparing the training calendar and activities required by each department
- Any others duties on office administration and warehouse.

Hilton Hotel Petaling Jaya

Jun 2012 – Sept 2013

HR Coordinator

- Handling on work permit for Expatriate (I-Visa) and international student practical (Ikhtisas)
- Handling on employee engagement by preparing and handling all kind of staff activities and Hilton worldwide monthly activities.

Education Background

Bachelor Degree in Hospitality Management

Apr 2010 – Nov 2012

Universiti Tun Abdul Razak (UNITAR)

CGPA : 3.32

Diploma in Hotel Management

Mac 2007 – Nov 2009

Universiti Tun Abdul Razak (UNITAR)

CGPA : 2.60

Skills & Knowledge

Skill & Knowledge	Proficiency	Year of Experience
Recruitment	Advance	More than 5 years
Payroll	Advance	
Employee Relation & Industrial Relation	Advance	
Compensation & Benefits	Advance	
Training & Learning Development	Advance	
Policy Review	Advance	
Microsoft Administration	Advance	4 years
Communication	Advance	
Strategic Management	Intermediate	

Language

(Proficiency : 0 = Poor 10 = Excellent)

Language	Spoken	Written
English	9	9
Bahasa	10	10

Reference

Mr. Khalid Bin Abdullah
General Manager – Human Resources
Permodalan Negeri Selangor Berhad
017-8783002

Mr. Mohammad Zaidi Bin Jaafar
Sr. Manager - Human Resources
Menteri Besar Selangor (Pemerbadanan)
019-6667697

Mr. Mohd Yassin Bin Ahmad
Manager – Human Resources & Administration
Kumpulan Selangor Sdn Bhd
019-3889604