



AMAR HAZIQ BAZLI

PERFORMANCE & TALENT MANAGEMENT HUMAN RESOURCES

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AREA OF EXPERTISE

Performance Management
Talent Management

Leave Management
Expatriate Management

Compensation & Benefits
Succession Planning

PROFESSIONAL EXPERIENCE

SENIOR EXECUTIVE, PERFORMANCE & TALENT MANAGEMENT | DIGITAL NASIONAL BERHAD

AUG 2021 - Present

- Performance Management
 - Administer Performance Management Process and Cycles end-to-end (Goal Setting, Mid-year Review, End-year Review)
 - Maintain and administrate online platform in ERP – ERP Goals, ERP Performance
 - Scheduling and conducting Performance Management Clinics
 - Establish and administer 360-Feedback via online platform
- Talent Management & Succession Planning
 - Execute and assist on Talent Reviews processes.
 - Establish and administrate online platform – MS Form
- HR Operations
 - Leave and Absence Management - Maintain and administrate online platform for ERP Time and Absence. Main liaison in HR to address general enquiries from employees
 - Expatriates Management - Main liaison in HR to address expatriates' enquiries from all parties for matters on Employment Pass, Professional Visit Pass
 - SOCSO – Accident & Injury Claim Submission
- Special Projects
 - DNB GetConnected: Onboarding Sessions for new hires
 - Managing HR Automations via Power Automate for Leave Management, Exit Interview, Probation Confirmation

HUMAN RESOURCES OFFICER | PHYSIOMOBILE SDN BHD

SEP 2020 - JUL 2021

- Responsible for the complete cycle of recruitment process
- Processing payroll & claim in a timely manner
- Participate in initiatives and projects for talent management
- To monitor and ensure completion of performance review
- To support the administration of the employee training record and training effectiveness
- Process new hires, posting changes and staff movements such as salary increase, promotions, terminations, resignation and confirmation

TALENT ACQUISITION ASSOCIATE | TIME DOTCOM

MAC 2020 - SEP 2020

- Preparing letter of employment, reference check, arranging interview, Pre-screening process
- Deploying FIRO-B Assessment (personality assessment) for candidate and new hire
- Involved in hiring interns and several positions via Jobstreet, LinkedIn
- Managing and analyse Time dotCom Exit Interview

TALENT & INSIGHT INTERN | TIME DOTCOM

NOV 2019 - FEB 2020

- Hosting performance management clinic
- Manage performance of all employees (E-Performance system, Talent Insight, 360 Feedback)
- Conducting research on Exit Interview 2019 as internship project

KEY ACHIEVEMENTS

- **DNB GetConnected.** Conducted onboarding sessions for 2024 new hires which also includes site visit to My5G Portal and Network & Security Operation Centre.
- **DNB HR Day 2023 & 2024.** Successfully leading DNB HR Day committee which we invited 24 financial & statutory bodies, wellness, mobile network operators as exhibitors.

EDUCATION

UNIVERSITI SELANGOR

Mac 2017 - Feb 2020

Bachelor's Degree in Industrial Psychology (Hons)

- Thesis on "Self-Efficacy and Stress Coping Strategies Among Secondary School Teachers".
- President of Industrial Psychology Club (Psych-Inc), Facilitator for Minggu Tekad Siswa 2017 - 2020
- Event Director for PsychFest 2019 - An awareness program of mental health

CERTIFICATION

Data Lite Introduction to Data Analytics using Excel & Data Storytelling and Visualisation	APR 2024
Managing Foreign Workers, Employment Pass and Foreign Employee Work Permit	JAN 2024
Basic Occupational First Aid, CPR, and AED Training	JUN 2023
Basic Fire Fighting & Emergency Response Plan and Preparedness	OCT 2022

EXPECTED SALARY & NOTICE PERIOD

Expected Salary

Negotiable

Notice Period

3 Months

R E F E R E N C E

NURHIDAYAH BINTI MANSOR | SENIOR MANAGER, PERFORMANCE AND TALENT MANAGEMENT | DIGITAL NASIONAL BERHAD
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