



MUHAMAD SYAZWAN SUPIAN

SENIOR HR BUSINESS PARTNER

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ACHIEVEMENTS

From August 2015 to October 2023

- Designed MRTC Organization & Functional Structure
- Developed MRTC Asset Declaration, Conflict of Interest, Job Description / Job Evaluation & Organization Design policy.
- Lead the MRTC Work Task Planning & Agile Performance Management Project.
- Effective & Efficient implementation of Performance Management Process.
- Established MRTC first Employee Satisfaction Survey (MRT T.E.D.)
- HR Awards Winner – ASEAN HR Awards.
- Successful Implementation of MRTC Harmonization Exercise.
- Developed Project Division Core Competency Framework.
- Developed Leadership and Core Competency for Boustead Group.
- Enhancement of Boustead Group Talent Framework.
- Migration of Performance Management to the E-Platform for BHB.

JOB EXPERIENCE

SENIOR HR BUSINESS PARTNER
(DESIGN & FRAMEWORK)
November 2023 to Current

PETRON MALAYSIA

HR POLICY:

- Document Owner for Petron Malaysia Employee Handbook.
- HR Policies advisory focal person.
- Conduct presentation to Territory Manager (Retail & Commercial).
- Champions of continuous improvement & reviews (framework).

OD – EMPLOYEE ENGAGEMENT:

- Petron Social Committee Advisor – Petron Kuala Lumpur Recreational Club (PLKRC) and EXCITES.
- Ideate and execute engagement initiatives such as Teambuilding, Breakfast with GM, HR newsletters, employee survey, etc.

HR FRAMEWORK PROJECTS:

- Act as centre of excellence for HR projects.
- Champions for HR Projects – Leave Management, Competence Management including Sustainability Competence, Talent Development.
- Lead HR Representatives for Sustainability.

JOB EXPERIENCE



HUMAN RESOURCE ASST. MANAGER

September 2022 to October 2023

BUSINESS PARTNER:

Act as Strategic partner for the assigned business line (Supply & Distribution) for all HR matters.

- Primary contact for employee complaints and feedback.
- Handle / Participate / Provide information on people issues/challenges.
- Lead staffing and development (S&D) sessions and regular people movement discussions.
- Lead Total Performance Management (TPM) and Calibration sessions.
- Support movement discussions – end to end (OD and business managers).
- Champions of policy and guidelines.
- HR representative in interviews.
- Conduct exit interviews.

BOUSTEAD HOLDINGS BERHAD

TALENT MANAGEMENT:

Responsible for supporting the Talent Management team in all aspects of talent management and development for the organization. This includes working on initiatives to Identify, retain, and develop top talent, as well as supporting the design and delivery of learning and development programs for employees. The Talent Management Assistant Manager will also work closely with the HR team to ensure that all talent management processes are aligned with the overall HR strategy.

- Support the development and implementation of talent management strategies and initiatives to identify, retain, and develop top talent.
- Work with the learning and development team to design and deliver learning and development programs for talents.
- Collaborate with the HR team to ensure that talent management processes are aligned with the overall HR strategy.
- Assist with the evaluation and measurement of the effectiveness of talent management programs.
- Support the succession planning process by identifying high-potential employees and developing development plans for them.
- Champion for data management/system maintenance of talent profiles.
- Develop Talent Dashboard for Group Level reference.

PERFORMANCE MANAGEMENT:

Responsible of developing efficient practices and strategies that maximize employee performance and support their development. Among others, the role also includes contributing to the creation of organizational objectives and regularly review and assess and evaluate the ongoing performance management processes' effectiveness & efficiency. Performance Management Assistant Manager is also expected to provide practical advice and guidance to teams and individuals to help employees overcome performance barriers.

- Create and oversee the implementation of the procedures that support and enhance employee performance as per the company's objectives.
- Responsible to track, monitor and consolidation of data for KPI Planning and Year End Review.

JOB EXPERIENCE



HUMAN RESOURCE SR. EXECUTIVE

From August 2015 to September 2022

- Conduct calibration session with respective operating companies under Boustead Holdings Berhad.
- Responsible for the overall preparation of analysis of overall group performance through data filling and data mining for PMS results (Year End Review) to be presented to the management.
- Identify on the improvement needed in Performance Appraisal process and features.

MRT CORP.

PERFORMANCE MANAGEMENT:

- Development of MRTC KPI with respective Head of Divisions and cascading process to all employees.
- Design and assist in the review, initiate, and implement appropriate programs that will promote the changes with regards to internalization of the Performance Management System practices across the organization.
- Responsible to track, monitor and consolidation of data for KPI Planning, Mid-Year Review and Year End Review.
- Responsible for the overall preparation of analysis through data filling and data mining for PMS results (Year End Review) to be presented to TMC (Talent Management Committee).
- Identify on the improvement needed in Performance Appraisal process and features.

ORGANIZATION DESIGN & DEVELOPMENT:

- Collate & review the organization design related matters concerning manpower planning (budget utilization) & organization structure.
- Strategic manpower planning & budget coordination to ensure the company is at optimum strength to run the operations.
- Develop company policy on Code of Business Ethics regarding Asset Declaration & Conflict of Interest.
- Develop and implement policy/ standard operating procedure on Job Description, Job Evaluation & Organization Design.

HR PROJECTS:

- Initiate & manage the participation in the HR Award i.e., Best Company to Work for In Asia, by HR Asia Magazine, MIHRM, MEF Employer Excellence Award & ASEAN HR Award (Employer of The Year, Construction & Excellence in Workplace Culture).
- Managing the implementation of Employee Satisfaction Survey involving engagement with respective Head of Division to ensure employees voices are heard.
- Act as catalyst to the implementation of initiatives to cater to employee's inquiry gathered from the MRTC Employees Satisfaction Survey.
- Re-skilling program to assist employees with new placement out of the current working expertise / experience.
- Harmonization Exercise i.e., Organizational Structures Evaluation, Job Evaluation, Upgrading & Promotion, Salary Adjustment.

JOB EXPERIENCE



RESEARCH CONSULTANT

From March to July 2015

EDUCATION ASSISTANCE PLAN (EAP) AND TRAINING AND SPONSORSHIP POLICY (TRAINING BOND):

- Custodian for the Training and Sponsorship Policy (Training Bond) and Education Assistance Policy (EAP).
- Administer and track the EAP programme and ensure that programs undertaken by the employees are relevant and related to their current jobs or specialisation which will have an impact to the company's business goals.
- Monitor training attended by employees to ensure that any staff attended a program that reach the amount constitute in Training Bond Policies are being bonded.
- Identify on the improvement needed in Performance Appraisal process and features.

INTERNSHIP :

- Accountable in end-to-end administration of Internship Programs and process the overall applications and arrangement for the on boarding of internship trainees to various departments.

LEARNING & DEVELOPMENT:

- Responsible for the consolidation of the training needs analysis.
- Develop the annual training plan i.e., Sources new training programs; reviews, evaluates and modifies existing and proposed programs; recommends appropriate changes.
- Propose to the management on suitable training to close competencies gap based on performance review.
- Analyze the training effectiveness (Kirkpatrick Evaluation)
- Responsible of end to end training administration, internal & external training i.e venue arrangement, payment, training materials.
- Track and monitor the training budget utilisation concerning training programmes to ensure the availability of the training budget to support employees learning and development.
- Coordinate the implementation of Knowledge Sharing Program.
- Ensure the training records are well maintain in the database and e-database (Employee Self Service).

HUMAN RESOURCE REPORTING:

- Collate, consolidate & review the monthly report submission to the CEO's office & Board of Directors meeting within the stipulated time.
- Analyse and prepare the report concerning Performance Management and Employees Satisfaction Survey / any activities relating to the Strategic Human Resource Division.
- In charge of providing quarterly report update to the Ministry of Finance.

ARBOUR EXECUTIVE SEARCH

RECRUITMENT:

- Built a talent bank, managed database to ensure all information is updated.
- Advertised vacancies by placing adverts on the online platform.
- Headhunts - identify and engage with suitable candidates.
- Managed applications i.e interviews and tests to shortlist the best candidates for the client.

JOB EXPERIENCE



RECRUITMENT EXECUTIVE

From June to October 2014

- Performed background checking before submitting a profile to the client.
- Prepared candidate full profile for the submission to the client.
- Organized interviews for candidates as required by the client.
- Business call and client visit as part of business development activities.

TAN CHONG MOTOR ASSEMBLIES (TAN CHONG GROUP)

RECRUITMENT:

- Responsible for overall spectrum of recruitment process. Begin with monitor the manning list regarding the available headcounts and the manning period.
- Request PRF from hiring manager along with the job description on available headcounts.
- Built talent pool by researching and contacting community services, colleges, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
- Sourcing: posting job advertisement, candidate search via Jobstreet, recruitment agencies and referral.
- Screen out all candidates through tele-conversation and submit to hiring manager. Arrange interview with the hiring manager for the shortlisted candidates.
- Do the reference checks for selected candidates.
- Salary negotiation and get necessary approval from top management upon decision from the hiring manager.
- Prepared all documents (medical checkup letter, bank letter, HRIS form and Letter of Appointment). Give notification on the reporting staff.
- Person in charge for event coordinator such as career fair.
- In-charge of end-to-end Induction program.

EDUCATION



PSYCHOLOGY MAJOR

March 2009 - December 2014

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

Programme : Bachelor of Human Sciences (Hons), Psychology.
CGPA : 3.00 / 4.00

SKILLS

PSYCHOMETRICS

● Administration & Data Analysis of Personality Test - DISC, ·Hann profiling system.

MICROSOFT OFFICE

● Proficient with Microsoft Applications (Word, Power Point, Excel).

SOFT SKILLS

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- Able to work in very tight schedule and complete task on time.
 - Dedicated and committed by giving a 100% in accomplishing each task given.
 - Has good interpersonal skills and able to work with minimum supervision.
 - A fast learner, able to understand new concepts and new technologies quickly.
 - Creative in Problem Solving application related problem.

REFERENCE

ABDUL HALIK ZAINAL

● General Manager, Indah Water Konsortium
016-3698045

SAS MANOGRAM

● Executive Director, Arbor Executive Search
012-3789432