
VIMALA BHOO PATHY

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EXECUTIVE SUMMARY

Adaptability | Resilience | Commitment | Integrity

With over 23 years of distinguished professional experience spanning multiple industries, with a specialization in Human Resources, I offer strong business acumen, exceptional interpersonal skills, and extensive global operations experience that enriches every responsibility undertaken.

In my current position, I have established a solid reputation for collaborating with C-Suite executives to design and execute impactful HR strategies. I continuously adapt to evolving workplace dynamics and organizational requirements. With a robust grasp of business operations and organizational dynamics, I consistently contribute to strategic decision-making, showcasing HR's influence on business outcomes through data-driven HR initiatives. I excel in communication and collaboration, adept at cultivating strong partnerships across all organizational tiers to deliver measurable business achievements.

AREAS OF EXPERTISE

- ❧ Strategic Business Partnership
- ❧ Organizational Development & Change Management
- ❧ Succession Planning
- ❧ Talent Retention
- ❧ Talent Management
- ❧ Performance Management
- ❧ Employee Relations & Industrial Relations
- ❧ Organizational Development
- ❧ Employer Branding

ACADEMIC ACHIEVEMENTS, LANGUAGE SKILLS AND RELATED EXPERIENCES

ACADEMIC ACHIEVEMENTS	GRADE	YEAR ATTAINED
Certificate in Insurance – CMII (Malaysian Insurance Institute)		2017
Bachelor Sc (Human Development) University Putra Malaysia, Serdang, Malaysia	2 nd Class Upper	2000
Diploma in Business Administration (ABE Level 1) AMSET College, Kuala Lumpur, Malaysia	Pass	1996
Certificate in Business Studies AMSET College, Kuala Lumpur, Malaysia	Pass	1995
Sijil Pelajaran Malaysia (SPM) Sekolah Menengah Khir Johari (Sungai Sumun) Perak	Grade I	1994
LANGUAGE SKILLS		PROFICIENCY
English (Read, Write and Speak)		Fluent
Bahasa Malaysia (Read, Write and Speak)		Fluent
Tamil (Read, Write and Speak)		Conversational

PROFESSIONAL EXPERIENCE

1. MAXIS BROADBAND BERHAD		AUG 2020- PRESENT
Industry / Specialization : TELECOMMUNICATION (~5000 employees)		
Position Title :	Senior HRBP ~ ‘mini’ CHRO for Tech Divisions	
Functional Reporting:	CHRO	
Duration :	August 2020 ~ Present	
Key Responsibilities: Partnering the C Suites to serve as the strategic leader responsible for optimizing the organization’s human capital to achieve business objectives. My role encompass overseeing talent acquisition, development and retention strategies to ensure a skilled and engaged workforce. Pivotal role in the employee lifecycle leveraging HR technology for data-driven decision making, and collaborating closely with senior management to align HR strategies with business goals. At present, embarked on transformation project focusing on organizational model redesign with the technology divisions.		

1. AMMetLIFE INSURANCE BERHAD

JUNE 2019 – AUG 2020

Industry / Specialization : LIFE INSURANCE (~550 employees)

Position Title :

Acting Head of HR

Functional Reporting:

VP Human Resources Asia

Duration :

December 2019 ~ August 2020

Key Responsibilities:

Managing a team of 7 including HRBPs and COEs. Partner with the CEO and HODs to drive People Agenda to support the business objective. Oversee full spectrum of human resources function - HR operations, talent acquisition and onboarding, talent management, learning and development, compensation and benefits, payroll administration and employee relations. Stakeholder management; Board & Regulatory.

Noted Achievements

🏆 Conferred 501 Most Fabulous Global HR Leaders of the World during World HRD Congress 2020 in Mumbai.

Position Title :

Senior HR Business Partner

Functional Reporting:

HR Head

Duration :

June 2019 ~ December 2019

Key Responsibilities:

Responsible in performing, preparing, developing, coordinating and managing various Human Resources related tasks, which includes among others Recruitment, Selection, Staff Movement, Headcount Tracking, New Hires Briefing, Industrial or Employee Relations, Exit Management Process, Reporting and Audit, Project Management, Talent Inventory Review, Succession Planning, Staff Events and other tasks as required from time to time.

Act as an advisor and provide consultation in all Human Resources related matters to business or employees covering HR Management System, policies, procedures, process, external regulations, corporate directives and local labor laws.

Noted Achievements

🏆 Successfully planned and implemented structured On Boarding Program.

1. AIG INSURANCE MALAYSIA BERHAD

MAY 2016 – JUNE 2019

Industry / Specialization : GENERAL INSURANCE (~400 employees)

Position Title :	Head of HR AIG Insurance Malaysia Berhad
Functional Reporting:	HR Director Malaysia & Philippines
Matrix Reporting:	Country CEO
Duration :	May 2016 ~ Present

Key Responsibilities:

HR Generalist SPOC of the Insurance business for overall human resource related matters. Work closely with the CEO and HODs to strategize and implement talent agenda focusing on Manpower Planning, Employee Onboarding, Talent Management, Performance Management, Leadership Development & Succession Planning, Exit Process along with focus on retention and engagement activities. Drive Global HR initiatives, contribute and involve in regional HR related projects. Maintain close contact with regional HR leadership to ensure alignment with Global HR strategy, tools and processes. Manage specific HR projects as determined in the HR planning process by Global CoEs and business unit/geography HR leaders. Additionally as a member of the EXCO, represent HR and partner the HODs on all HR related matters/decisions etc.

1. Manpower Planning, Budgeting & HR Reporting

- Manage yearly manpower planning and budget review for the organization; collaboration with CFO & Senior Management team.
- Drive and support resourcing initiative
- Review and approve compensation package
- Conduct budgeting for people related costs
- Prepare and present relevant HR Reporting to senior management team

2. Onboarding & Orientation

- Ensure smooth on boarding of all new hires including assisting the new hires/line managers on all HR related queries.
- Plan and execute orientation program on timely and conducive manner

3. Employee Relations

- Provide advisory role to Line Managers on all HR matters including staff performance issues, disciplinary matters and handling grievances.
- Handle all IR related matters according to the policies within the organization whilst ensuring that local laws are adhered to.
- Conduct exit interview and provide relevant feedback and suggestion to line managers.
- Ensure effective communication with stakeholders including people leaders and employees.

4. Talent Management, Succession Planning & Learning

- Implementation of Talent Management framework which forms parts of People Focused Roadmap.
- Deliver appropriate coaching and development feedback to managers and employees
- Support country management in forecasting and planning talent pipeline requirements
- Own a talent program for the broader organization

5. Compensation & Benefit Management

- Work closely with COEs on salary survey and job benchmarking for the organization.
- Conduct annual merit review and promotion exercise.
- Review local benefit programs and provide expert opinion on current benefit program.

6. Bank Negara Reporting & Board Management

- Ensure all HR related reporting are submitted timely and accurately.
- HR representative in the Board Meeting.

7. Graduate Development Program & Internship

- Talent pipeline management through company-wide program.

- Own and manage all related activities including planning of rotation between businesses, training management, sponsorship etc.

External role within the industry:

- ❖ A member in PIAM (General Insurance Association) EHRD Sub Committee. Industry Advisory Board (IAB) member under the Department of American Degree Program of HELP University

Noted Achievements

- ☞ Conferred "The Most Fabulous HR Leader" 2019 national level by World HRD Congress.
- ☞ Successfully implemented Skip Level Meeting for all employees with CEO. An opportunity for employees to interact with senior management as well as an additional platform to provide feedback/suggestions from the ground and raise concerns.
- ☞ With global guidance, executed the Spot Award plan for eligible employees who have performed above and beyond the call of duty.
- ☞ Planned and executed annual get away teambuilding for all employees with the objective to improve the engagement and foster relationship between the employees as well as senior members in the team.
- ☞ Member of the organizing committee for the HR Day event for employees to have their benefit/health/statutory contribution related questions answered with assistance from partners; i.e. EPF, SOCSO, AIA, LHDN etc. Moving forward this will be a yearly event.
- ☞ Formed a committee with business stakeholders to work on Employee Engagement initiative. Successfully implemented engagement initiatives such as New Year Goodie Bags project, Newsletter consisting information on different department on their role in the organization, org chart, achievements etc.
- ☞ As a result of engagement initiatives, the attrition has improved by 3% which leads to company-wide savings on hiring.
- ☞ On own initiative took up Certification from Malaysian Insurance Institute to understand the business and be able to partner well with the stakeholders.
- ☞ Successfully organized and executed HR Forum for PIAM (General Insurance Association of Malaysia) member companies with participation from more than 100 HR Practitioners from the industry for 2 consecutive years (2018 & 2019)

1. HILTI MALAYSIA SDN BHD

JUL 2015 ~ MAY 2016

Industry / Specialization : ENGINEERING CONSTRUCTION (~150 employees)

Position Title :	Senior Manager, Talent Management & Acquisition
Reporting To :	Head of HR
Duration :	Jul 2015 ~ May 2016

Key Responsibilities:

Supports the HR team by coordinating and contributing in all areas of end-to-end Talent Management, which includes: performance management, employee and leadership development, succession planning, and employee engagement. Responsible for core and end-to-end processes of Talent Planning within the HR function including continuous improvement of talent acquisition processes.

1. Talent Management & Succession Planning

- Implementation of Talent Management framework.
- Planning, designing and brokering both internally and externally for the right talent solutions.
- Role also includes broad ownership of a talent program or process across the entire organization.
- Understand trends, identify potential opportunities and gaps, leverage external best practices, and develop talent initiatives
- Talent Strategy focuses on critical roles, strategic talent pipelines (succession planning), accelerated development and high-performing teams.
- Drive talent assessments, succession planning, career development, leadership development and high potential development to support business objectives
- Coach line leaders in their role executing against the Talent Strategy.(e.g., leadership development program)
- Play an active role in change management planning on transformational programs
- Deliver appropriate coaching and development feedback to managers and employees
- Partner with business and functional leaders to develop and lead an effective people strategy
- Leverage talent solutions and develop or source new solutions (where needed)
- Effective talent management model includes specific criteria defining the attributes that will result in effective hiring practices, employee promotions, succession planning and career advancement opportunities.

2. Talent Acquisition

- Manage end to end recruitment activities with the support from the Recruitment Manager.
- Business partnering with Executive Management Team to craft the demand planning for recruitment as well as forecast activities.
- Strategically source for internal and external pool of candidates and work closely with talents.
- Work closely with external partners for certain high level classified positions.
- Actively involved in talent retention activities in country.

3. Employer Branding & Campus Activities

- Manage University Liaison; actively participate in university programs to ensure acquiring and fitting the right candidate into the business.
- Actively involved in career fairs and career talks.

Noted Achievements

- ☞ Successfully planned and executed talent development program for HIPOs.
- ☞ Simplification of hiring process with TAT of 10 working days for Technical Sales Representatives.

1. SIEMENS MALAYSIA SDN BHD

JUL 2011 ~ JUL 2015

Industry / Specialization : Engineering (~900 employees)

Position Title :	Head, Talent Acquisition, IR & Employer Branding
Reporting To :	Senior Vice President, Head of HR
Functionally To:	Talent Acquisition Head for APAC
Duration :	Jul 2011 ~ July 2015

Key Responsibilities

1. Talent Acquisition & Retention

- Support the execution of the ASEAN People Strategy for Talent Acquisition in the country HR organization.
- Work closely with the Cluster Head of Talent Acquisition and the Country HR Manager, to ensure execution and drives the local adaptation of the Talent Acquisition strategy, programs and processes to meet the business needs of all sector and cross-sector businesses in the country.
- Coordinate and collaborate with local HR consultants to understand and meet the local business needs and feedback local requirements and concerns to the Country HR Manager and Cluster Head of Talent Acquisition.
- Coordinate with HR in the country to ensure that the HR work in Talent Acquisition is provided in a customer-oriented, compliant, effective and efficient way at highest quality standards.
- Develop, design and implement Talent Management strategy, framework and processes as to support the growth and objectives of the organization.
- Manage end to end recruitment whilst ensuring cost is kept at minimal level with excellent quality candidates delivered timely to Business Units.
- Work closely with Business Unit Heads to ensure workforce planning is in place and managed.
- Craft and execute talent programs to retain high flyers and solid performers within the organization

2. Employer Branding

- Custodian of employer branding for the organization.
- Execute and coordinate TA topics and processes in the country in alignment with Cluster HR TA initiatives, global recruiting standards and processes, and global Employer Branding Activities.
- Responsible for on-boarding activities in the company including orientation and familiarization program.
- Coordinate Retention Program in the company to improve internal climate and enhance current working atmosphere.

8. Siemens Graduate Programs, Engineering Graduate Program, Commercial Apprentice Program

- Responsible for all in house and global management trainee programs.
- Manage guidelines & governance, general PR materials, program coordination, assessment day facilitation, training modules and alumni activities and platform.

9. Siemens Ambassador Program

- Proactively develop activities for Siemens ambassadors and keeping them engaged.
- Responsible for overall smooth running of the program including planning, performance management and building strong communication network.

10. Attrition & Hiring Reporting

- Ensure all reporting are projected accurately and timely submission.
- Present & report to the Executive Management on the attrition and action plans for talent retention.

11. University Liaison & External Activities

- Manage University Liaison; actively participate in university programs to ensure acquiring and fitting the right candidate into the business.
- Work closely with external partners (head-hunters & recruitment agencies) and keep the organization updated on recruitment activities.
- Actively involved in career fairs and career talks.

12. Internship Program

- Responsible for Young Talent Program (Internship Program).
- Ensure all request are managed efficiently right from sourcing, screening, offer and off-boarding.
- Actively participate in university liaison and keeping abreast with career services centre of universities/colleges.

13. Industrial Relations

- Support all disciplinary and compliance matter related to Industrial Relations (grievances, counseling, conducting domestic inquires and representing the Company in employee related matter)
- Liaise with legal firms on the updates of IR cases, invoices, etc.
- Act as a liaison with the authorities (Industrial Relation and any related government body).

Noted Achievements

- ☞ Successfully implemented Siemens Ambassador Program with Malaysia being the first to kick off the program in ASEAN
- ☞ Involved actively in Siemens Malaysia's Talent Engagement & Retention Program (PRIDE) and successfully implemented various programs and activities.
- ☞ Won Human Resources Excellence Award 2014 under the following categories:
 - HR Team of the Year Award
 - Excellence in Employee Engagement
 - Excellence in Talent Management
 - HR Grand Award
- ☞ Won the Life at Work Award 2014 under the category of "Making A Difference"

2. TIME DOTCOM BHD

APR 2006~ JUNE2011

Industry & Specialization : Telecommunication (~1000 employees)

Position Title :	Performance & Talent Management Specialist
Reporting To :	Head of Organizational Development
Duration :	Apr 2006 ~ June 2011 (5 years)

Key Responsibilities

1. Performance Management

- Responsible for management of performance for the company.
- Work closely with all department heads to ensure systematic & standard approach taken in managing overall staff performance in the company.

2. Talent Management & Succession Planning

- Review the framework and guidelines for talent management to ensure availability of competent employees for critical positions through effective succession management, career development & deployment of resources.
- Plan and manage initiatives and programs that provide opportunities for self-learning, job enrichment, job rotation and secondment/exchange programs.
- Build and nurture partnership with all divisions for joint-ownership in development of plans, strategy and execution of talent management initiatives.
- Ensure training needs for talents are discussed and documented. Support in training management.

3. Workforce Planning & Recruitment

- Identify and develop sources of candidates by way of maintaining industry contacts, negotiation and signing up with optimal quality recruitment companies in Malaysia.
- Adeptly schedule interviews requested by hiring managers thereby follow up with candidates /clients so as to ensure prompt closure and acquisition of feedbacks for the same.
- Handle the recruitment process by effectively sourcing the suitable and competent candidates through internal database and portal search.
- Prepare job description for all positions in coordination with the Division Head/Reporting managers.
- Gather and update reports for job openings, hires and deal with post-hire summaries for hiring managers.
- All other related recruitment activities.

Noted Achievements

- ☞ Successfully developed and implemented 360 degree e-Performance System for the organization.
- ☞ Executed HR turnaround initiatives. Part of the pioneer team that led TIME to be one of the local best employers to work for.

3. PTPL GROUP OF COLLEGES

JAN 2000 ~ MARCH
2006

Industry & Specialization : Education

Position Title :	Senior Tutor
Reporting To :	Principal
Duration :	Jan 2000 ~ March 2006

Key Responsibilities

1. Lecturing subjects on Human Resource Management, Principles of Management, Business Communication, Business Ethics and Strategic Management.
2. Day to day operational activities such as module preparation, settings of exam questions, conducting workshops etc.

Noted Achievements

- ☞ Received Outstanding Lecturer Award for Year 2002,2003 & 2005

OTHER INFORMATION

PERSONAL PARTICULARS	
Nationality :	Malaysian
Availability to Start Work :	2 months' notice
Reference :	Will be furnished upon request