

SOLAHUDDIN MOHD SAAD

SENIOR MANAGER – HRBP (IR/ER) | 29+ YEARS OF EXPERIENCE

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CAREER OBJECTIVE

Dedicated Senior HR Manager with over 29 years of comprehensive experience in various HR domains, including **Industrial and Employee Relations (16 years)** and **Generalist HR management (13 years)**. Proven track record in implementing effective HR policies, driving employee engagement initiatives, optimizing organizational efficiency, and ensuring compliance with labor laws and regulations. Adept at managing large workforces, overseeing performance management systems, and fostering positive workplace environments. Seeking to leverage extensive expertise in a senior HR managerial role to contribute to the strategic growth and success of a dynamic organization.

HR MANAGERIAL EXPERTISE

- Industrial Relations
- Employee Relations
- Performance Management
- Compliance
- Training and Development
- Compensation and Benefits
- HR Policy Implementation
- Employee Engagement
- Welfare Programs
- Labor Law Compliance

KEY ACHIEVEMENTS

PHARMANIAGA LOGISTIC SDN BHD

- Successfully **established the Mental Health Policy and Department**, significantly impacting employee well-being and employee relations (ER) matters.
- **Led the team** for Misi Bantuan Banjir, **assisting affected staff during the major flood in Selangor in 2021**.

ETIKA SDN BHD

- Successfully **reduced CBT (Criminal Breach of Trust) cases by 64%** and **effectively resolved three pending industrial relations cases at the Industrial Court**.
- Successfully **managed the resizing exercise, achieving a 30% reduction in manpower** for the group without any issues requiring referral to the IR Department or IR court.

SEPANG INTERNATIONAL CIRCUIT SDN BHD (SIC)

- Finalized the **Employee Handbook Ver.2**, increased the **Employee Satisfaction Index**, implemented **ESS**, **enhanced performance** management, introduced a **knowledge lab**, contributed to the **Occupational Framework** for Sports Management, and **established cost-saving university collaborations** for volunteer recruitment.

CENTRAL SUGARS REFINERY SDN BHD

- Completed three rounds of **Collective Agreement negotiations**, introduced a **CSR program**, **reduced employee turnover** from 9% to 2.5%, **contributed to ISO 22000 and HACCP** certifications, participated in **third-party audits**, was **appointed to the Food Safety and HSE Main Committee**, and **resolved four Industrial Relations cases**.

SAPURA INDUSTRIAL BERHAD (SIB)

- Managed to **complete the first issuance of the Executive Handbook** for the SIB Group of Companies.

SIME DARBY JOMALINA FOOD INDUSTRIES SDN BHD

- **Secured OHSAS 18001 and HACCP 22000 certifications**, making our subsidiaries the first to receive OHSAS 18001 from SIRIM Berhad.
- **Achieved cost savings** by addressing steam leakage in the Engineering Department. **Implemented the 5S Certification System**, enhancing efficiency.
- **Led successful negotiations for two Collective Agreements** with the In-House Union and the National Union (FIEU).

HUMAN RESOURCES (IR/ER)

16 YEARS

SENIOR MANAGER – HRBP (IR/ER)

Jul 2021 – Present | 3 Years

Pharmaniaga Logistic Sdn Bhd

- **Workforce Management:** Oversee a workforce of 2600 employees across 8 branches, ensuring efficient operations and adherence to labour laws.
- **Industrial Relations:** Lead industrial and employee relations, represent the company in labour negotiations and disciplinary hearings, and address grievances to promote a positive work culture.
- **Training and Compliance:** Conduct training programs to enhance employee compliance and knowledge, contributing to improved performance and regulatory adherence.
- **Strategic Collaboration:** Cultivate relationships with government agencies, unions, and industry associations, collaborate on talent management strategies, and contribute to the Risk Management Committee.
- **Sustainability & Safety:** Develop sustainability initiatives as part of the ESG Steering Committee, oversee security protocols and the Anti-Bribery Management System, and manage safety, health, environmental & quality initiatives.

HEAD OF SECTION AT TALENT RELATIONS (IR/ER)

Apr 2018 – Jun 2021 | 3 Years

Etika Sdn Bhd (FMCG)

- **Workforce Oversight:** Managed 1600 employees across 10 branches, ensuring efficient HR operations and compliance.
- **Industrial and Employee Relations:** Directed Industrial Relations and Employee Relations, fostering a positive workplace environment.
- **Union Management:** Handled union relations with NUDIW, FIEU, BIEU, and MIEU, ensuring smooth negotiations and agreements.
- **Performance Management:** Oversaw the Performance Improvement Plan (PIP) and Performance Management System (PMS), driving employee performance and development.

SENIOR ASSISTANT – HUMAN RESOURCES (SAFETY, IR & PURCHASING)

Aug 1995 – Jul 2005 | 10 Years

Sime Darby Jomalina Food Industries Sdn Bhd

- **Certification and Savings:** Contributed to OHSAS 18001 and HACCP 22000 certifications, led the first subsidiary to obtain OHSAS 18001, and achieved cost savings in the Engineering Department.
- **Industrial Relations and Negotiations:** Managed Employee and Industrial Relations, implemented Kaizen and 5S activities, and concluded two Collective Agreement negotiations with the In-House and National Unions.

HUMAN RESOURCES GENERALIST

13 YEARS

HEAD OF HUMAN RESOURCE & ADMINISTRATION

Aug 2015 – Mar 2018 | 3 Years

Sepang International Circuit Sdn Bhd (SIC)

- **HR Leadership:** Reported directly to the CEO, managed a team, developed HR business plans and annual budgets, and prepared board papers on HR matters.
- **Operational Excellence:** Oversaw all HR business and operations, managed the HR Balanced Scorecard (BSC), handled industrial relations, and ensured compliance with ISO9001, OHSAS18001, and MS14001.
- **Employee Engagement:** Organized employee engagement activities and surveys, managed the Volunteer Management Program for major events, and led staff activities and CSR initiatives.
- **Compensation and Development:** Managed compensation and benefits policies, oversaw payroll and performance management systems, and coordinated training and development initiatives.

HUMAN CAPITAL & ADMINISTRATION MANAGER

Mar 2007 – Jul 2015 | 8 Years

Central Sugars Refinery Sdn Bhd (CSR)

- **HR & Operations Management:** Managed a workforce of 280 employees, oversaw Industrial and Employee Relations, handled Security, Union, and Foreign Workers' Management, and manpower planning and forecasting.
- **Compliance & Administration:** Conducted compliance audits for ISO 22000, HACCP, SEDEX, SGP, and Star Audit, reviewed and updated HR policies, and supervised budget management and control.

- **Employee Welfare and Legal Representation:** Managed Payroll, Compensation & Benefits, implemented welfare programs including CSR initiatives, and represented the company in court for Industrial Relations matters.

SENIOR EXECUTIVE HUMAN RESOURCES

Aug 2005 – Feb 2007 | 2 Years

Sapura Industrial Berhad

- **HR Systems and Coordination:** Updated the executive handbook, served on the steering committee for HRMS implementation, initiated HR Coordination meetings, and contributed to the implementation of the e-HR system.
- **Industrial Relations and Negotiation:** Managed Industrial Relations matters, coordinated Kaizen, ICC, and 5S activities, and successfully concluded a Collective Agreement negotiation with the in-house union.

EDUCATION

BACHELOR OF HUMANITIES/LIBERAL ARTS (GEOGRAPHY)

1995

Universiti Kebangsaan Malaysia (UKM)

AWARDS

ETIKA SDN BHD (TEAM AWARD)

- | | |
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| • <i>Global Best Employer Brand Awards</i> | 2021 |
| • <i>Asia's Best Employer Brand Awards</i> | 2020 |
| • <i>Asia's Best Employer Brand Awards</i> | 2020 |
| • <i>Asia's Best Employee Referral Program</i> | 2020 |
| • <i>HR Excellent Awards</i> | 2019 |
| • <i>Asia Recruitment Awards</i> | 2019 |

SOFTWARE SKILLS

Bloomberg Terminal Software, Microsoft Office

LANGUAGES

- | | |
|------------------|-----------------|
| • Malay Language | • Thai Language |
| • English | |