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PROFESSIONAL EXPERIENCE

Manager, Learning & Development
Cahya Mata Sarawak Berhad
Kuching, Sarawak

Mar 2023 - Feb 2024

- Assessed training needs by engaging in the Group's training strategy, training plans and working closely with HOD & employee's supervisor to identify TNA/TNI and future training requirements to close the current knowledge and skills gap.
- Developed new competency matrix which consists of Cahya Mata Safety Training Matrix, Cahya Mata Mandatory Training Matrix, Regulations Training Matrix, Professional Development Training Matrix.
- Led in the content development and review learning materials for internal training to ensure quality and consistency.
- Developed HR Upskilling Program framework for group-wide Cahya Mata's HR representative/HRBPs including designing core & functional competencies.
- Developed assessment tools which consists of self-assessment and interviewing tools to assess HR personnel's skills & knowledge to identify the core & functional gaps within the group-wide.
- Monitored HRDC (training funds) grant and claim submission as well as vendor invoicing.
- Involved with digital change management by implementing a new program called "ERP Kamek" and one of the Change Management Committee members.
- Developed a new onboarding process via digital onboarding program.
- Collaborated with Group Compliance & Cahya Mata Alam in developing mandatory training programs for Executive & above.
- Prepared for internship management and trainee management programs, including sourcing, assessment, onboarding of interns, development programs, documentation, etc.
- Provide weekly reports to management in learning & development areas.
- Established new networking opportunities with local authorities and other training providers by making courtesy visits.
- Involved in campus outreach programs with local universities in Sarawak to enhance working relationships.

Project Involvement:

- **Board and Senior Leadership Retreat:** Collaborated with ACT Consultant to identify organizational & leadership gaps and to establish core values for Cahya Mata Sarawak.
- **Learning Management System:** Led the LMS system implementation together with the IT department from various LMS vendors.
- **Google Workspace Training:** Designed learning/session plan and training materials for basic google application.
- **Competency Framework:** Collaborated with Mercer (HR Consultant) in establishing a competency framework for 21 job families in Cahya Mata.
- **HR Upskilling Program:** Designed & developed upskilling program competency framework and program for Cahya Mata Sarawak group-wide.
- **Change Management:** Implemented a new digital transformation for Cahya Mata Sarawak group-wide by using VA system.
- **On-boarding Program:** Implemented a new on-boarding process via digital and physical on-board.
- **Be The Champion (Team Building)** - Successfully conducted motivation training with a total of 2300+ employees with 11 sessions for Cahya Mata group-wide (Sarawak & KL based).

HR Manager
OM Materials & Logistics (M) Sdn. Bhd
Samalaju, Bintulu, Sarawak

Oct 2021 - Feb 2023

- Implemented HR strategies by establishing department accountabilities including staffing, employment processing, health and welfare benefits, training & development, record management, safety & health, employee relations and retention and employee relations.
- Worked across both internal and external vacancies to determine the right sourcing method for identifying high-fit candidates (sourcing, research, attract, review & shortlist candidates).
- Recruited critical and/or higher position by using Jobstreet talent pool database by scouting and filtering talent that

links to the relevant candidates.

- Assessed potential candidate's personality thread by using Tony Robbins Personality Test (DISC assessment) by analyzing the candidate's action and behaviors to differentiate candidate's leadership capabilities.
- Provided seamless end-to-end resolutions of HR queries to line managers (queries may include Exit/Redundancy management; policy guidance; absence management; leave & benefit advice).
- Administered employee mobility plan for both subsidiaries company; transfers, resignation, promotion & confirmation.
- Performed data analysis on recruitment, training, performance management and disciplinarys/misconduct.
- Guided management by developing, writing, updating and maintaining policies & procedures based on ISO requirements.
- Performed research on remuneration packages and benefits, analyzed current remuneration and benchmark against manufacturing companies in Samalaju, Bintulu, Sarawak.
- Facilitated and custodian for Job Description & Organization Chart for the company.
- Conducted Training Needs Analysis (TNA) and developed a safety training matrix to comply with safety regulations and requirements.
- Managed, monitored and person in-charge on documentation flows of the HR department, including storage of information/documents and document control.
- Prepared monthly report to the management including recruitment, training & development, administration, safety & health.
- Managed a team consisting of 8 subordinates which include Assistant Manager HR, Senior HR Executive, Junior HR Executive, HR Assistant to collectively support the corporate HR function.
- Proposed and maintained yearly budget for recruitment & training including managing HRDC fund.
- Responsible for Expatriate Management including interview, shortlisting, onboarding and departure procedures.
- Managed expatriate's visa, employment pass application with full compliance to the Immigration Department including maintaining expatriate's pass validity.

Significant Achievement:

- Implemented Training, Recruitment, Disciplinary & Grievance policy and procedure.
- Developed organizational structure & salary scale for OMML.
- Reduced 30% to 3.5% of attrition rate for OMML by introducing the new incentive for local employees, establishing disciplinary processes and setting up KPI for individual and department.
- Collaborated with NIOSH & OM Materials (Sarawak) for NIOSH Safety Passport implementation and appointed as NIOSH-OMSA Committee member.
- Successfully developed 43 Job Descriptions for all positions in OMML & OMME.
- Involved with Occupational Safety & Health ISO 45001 & Environmental Management System ISO 14001 implementation.

Technical Advisor (Mechatronic Technology)

Oct 2020 – present

ADTEC, Bintulu

Bintulu, Sarawak

- Provide advice and evaluate curriculum development to be in line with industry needs.
- Provide advice toward improvement on the curriculum quality at ADTEC which to minimize the development gaps between training & learning at ADTEC Bintulu and latest industry needs.
- Review, verify and approve the final examination paper and assessment implemented at ADTEC.
- Evaluate the learning structure and the curriculum content as well as teaching methods, materials, equipment, tools to suit the required skills level in the industry.
- Evaluate and recommend appropriate teaching materials to ADTEC Bintulu according to industry requirements.

HR Manager

Sept 2020 – Sept 2021

Majestika Sdn Bhd

Bintulu, Sarawak

Contract: Provision of Integrated Civil, Steel Structure and Building Maintenance Services for PETRONAS Onshore Facilities (Package – Civil & Steel Structure Work and Building Maintenance Scope of Works)

- Responsible for maintaining, guided, implemented and managed organization HR policies and procedures.
- Lead company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Sarawak Labour Ordinance (SLO).
- Managed company organizational structure, roles, responsibility and staffing levels.
- Managed recruitment planning and manpower planning as per PETRONAS Contract.
- Identified client's training requirement as per PETRONAS Contract requirement

Significant Achievement:

- Initiated successful workforce planning by sending project teams under building maintenance within timeframes.
- Proposed new salary matrix, job grading and structured organization chart.
- Successfully developed and implemented Human Resource Management Plan consists of Recruitment & Training.

- Proposed & monitored fiscal year budget for overall training budget, Competency-Based Training (CBT) including learning materials, Recognition Prior Learning (RPL) assessment cost, full program modules cost and provided monthly budget report.
- Maintained and reviewed technical competency framework relevant to knowledge and skills by yearly basis (element & criteria) for each trade to appropriate certification levels.
- Conducted RPL to assess student's gaps in skills and knowledge via questioning, observation, on-job- assessment and assisting in developing assessment for practical tasks.
- Prepared Student and Teacher Training and Assessment Plan to assist in the planning of learning activity/strategy for a unit or cluster of units and deliver planning.
- Designed and delivered for each training program including preparing the schedule for timely assessment and verification of individual students.
- Collaborated with ADTEC, IKM and Sakura's trainer on the assessment development for each unit based on element and criteria, performance and knowledge evidence.
- Identified and analyzed Training Need Analysis (TNA) using established sources; organization analysis, individual analysis, task analysis and performance analysis.
- Facilitated yearly & quarterly training plan for compliance & competent training (including CEP/CPD), soft skill and technical training.
- Monitored all administrative work related to training matters.
- Acted as Investigator and/or Prosecutor Officer for any misconduct issues and manage complaints and investigation of IR issues or grievances.
- Collaborated with the Ministry of Education, Science, Technology & Research (MESTR) & University Malaysia Sarawak (UNIMAS) to co-develop smelting competencies for upskilling & reskilling programs for Sakura employees.
- Implemented the IMS consisting of ISO 9001 Quality Management System, ISO 14001 Environmental management System & ISO 45001 Occupational Health and Safety Management Systems.
- Developed job description for the Engineering Department and assisted on setting up KPI for each trade.
- Involved with Performance Management System by implementing Competency-Based Performance for performance appraisal by job category.

Significant Achievement:

- Appointed as Technical Advisor Committee (TAC) in Mechatronic Technology by the Ministry of Human Resources (Oct 2020 – Current).
- Appointed as a member of Institute-Industry Management Board (IIMB) for TVET by the Ministry of Human Resources (Sept 2019 – Current).
- Implemented TVET education, collaborated with Central Queensland University (CQU), Australia & ADTEC for Sakura workers with a total budget allocation of RM1.4 million.
- Qualified trainer & assessor for non-technical units in Certificate II, III in Engineering (Mechanical, Fabrication, Electrical & Instrumentation) & Certificate II in Logistics.
- Appointed as Internal Auditor for auditing IMS ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018
- Developed and responsible for Training Management Plan, Training Procedure, Competency-Based Training & Assessment (Upskilling Program) Procedure and Internship Procedure; comply with ISO.
- Improved performance appraisal system based on competency-based performance.

ADDITIONAL INFORMATION

A. Certification/Training

- Key Changes to The Employment Act 1955 - Reflection Towards Labour Ordinance Sabah & Sarawak (**MEF Academy, 2023**)
- Integrated Management System (Internal Lead Auditor) - ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 (**NIOSH, 2019**)
- Integrated Management System (Interpretation & Implementation) - ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 (**NIOSH, 2019**).
- Integrated Management System (Awareness) - ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 (**NIOSH, 2019**).
- Impressive Presentation Skills (**NevilleClerk, 2018**)
- Developing Job Description (**Althia, 2018**)
- Anger Management (**PDTraining, 2018**)
- Job Safety Analysis in the Workplace (**Mahagamy Consultancy, 2018**)

- Critical Thinking, Problem solving and Decision Making (**IK Academy, 2018**)
- Talent Management Asia Conference 2018 (**HumanResource Magazine, 2018**)
- Personal Protection Equipment, Respirator and Fit Test (**3M Sdn Bhd, 2017**)
- Hazard Identification, Risk Assessment and Risk Control – HIRARC (**Cascade Enterprise PLT, 2017**)
- Industrial Relations (IR) & Domestic Inquiry Procedures (**MECA, 2017**)
- High Angle Rescue/Rescue from Height for Emergency Response Team (**BOMBA, 2017**)
- Introduction to Ferro-manganese (**Norwegian University of Science & Technology, 2017**)
- Implementation of Training Needs Analysis and Training Plan & Budget (**Asia iKnowledge, 2016**)
- Rules and Regulations of Labour Ordinance (Sarawak Cap. 76), (**Sarawak Labour Department, 2016**)
- Human Resource Development Fund Workshop (**HRDF, 2016**)
- Compliance to Factory & Machinery Act and Its Regulations (**NIOSH, 2015**)
- Certificate IV – TAE40110 Training & Assessment (**CQUniversity, Australia – 2015**)

B. Professional Involvement

- Cahya Mata Change Management Committee Member, ERP Kamek Digital Transformation (2023).
- Cahya Mata Sarawak Representative, UNIMAS TRACE Career Fair - University Malaysia Sarawak (2023).
- Cahya Mata Sarawak Representative, Swinburne University Career Fair - Swinburne University (2023).
- ADTEC Technical Advisor Committee (TAC) – (2020 – 2024).
- Industrial Advisor, Institute-Industrial Management Board (IIMB) – (2019 – 2020).
- Sakura Representative, Samalaju Investor Industrial Association (SIIA) & MESTR – Institution Engagement (2017 - 2020).
- Sakura Representative, HRINCAMPUS Career Fair – UNIMAP (2018).
- Sakura Representative, UCTS 2016 Campus Recruitment & Career Fair – University College Technology Sarawak (2016).
- Sakura Representative, Program Jelajah Industri, Zon Sarawak – Kementerian Pelajaran Malaysia (2015).
- Sakura Representative, Sarawak Career and Training Fair – Unit Pembangunan Tenaga Kerja (2015).

EDUCATIONAL BACKGROUND

2015	Central Queensland University (CQU), Australia Certificate in Training & Assessment (TAE40110)
2011 - 2014	Universiti Malaysia Sarawak (UNIMAS) Bachelor Degree of Science with Honors (Cognitive Science)
2007 - 2010	Politeknik Mukah Sarawak (PMU) Diploma in Business Management

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