

## **RESUME**



### **JOB OBJECTIVE**

To effectively and professionally apply the knowledge, skills and experience in human resource management field as human resource generalist in meeting future challenges.

### **PERSONAL**

Name : Abd. Rais Abdullah  
D.O.B : 3 July 1970  
Marital Status : Married  
Correspondence Add : Sekyen U2, Shah Alam  
Telephone : 019 4439 236  
Email Address : ara240597@yahoo.com  
Nationality : Malaysian

### **EDUCATION**

2015 : Master of Business Administration.  
Othman Yeop Abdullah Graduate School of Business  
Universiti Utara Malaysia

2004 : Post Graduate Diploma in Business & Management  
International Business School  
Universiti Teknologi Malaysia

1996 : Certified Trainer Certificate  
International Accreditation Institute, USA

1991 : Diploma in Public Administration  
School of Administrative & Law  
Institut Teknologi MARA

### **KEY COURSES ATTENDED**

- Team Building Organisational Development Programme
- Seven Habits Of Highly Effective People
- Sime Darby Managerial Development Programme
- Sime Darby Accelerated Leadership Development Programme

### **KEY COMPETENCIES**

- Fair ability to write and speak in English and Malay.
- Able to interact with all level of employees and public.
- Fair computer literacy
- HR generalist with hands-on in training, industrial relations, employee relations, labor laws and recruitment process.

## PROFESSIONAL CAREER

May 2023 – Present

Human Resource Manager, Hospital Pusrawi Sdn Bhd

1. Reports to Chief Executive Officer, Hospital Pusrawi Sdn Bhd.
2. All aspect of human resource management i.e. recruitment, personnel administration, training & human resource development, compensation & benefit, employees' welfare, industrial relations and handling of employee's union.
3. Member of Management Nomination & Remuneration Committee (MNRC)

### Key Achievements

- Reviewed the overall HR policies and procedures.
- Concluded Collective Agreement 4 (2019 – 2021) in March 2024 after being left outstanding since 2019.
- Resolved long outstanding salary adjustment for non-union staff.
- Re-start staff engagement activities with Sports Club.
- Developed policy on Subsistence Allowance for Overseas Assignment

### Role & Staff Information

- Operation HR role
- Total staff in organization = 630
- Total staff in department = 6
- Total direct report = 5

Mar 2022 – Apr 2023 (Temporary Position)

Head - Operations, AAH Nippon Sdn Bhd / Edaran Komachi Sdn Bhd

1. Reports to Managing Director & Executive Chairman.
2. All aspect of human resource management, packaging plant operation, warehouse and logistics
3. Member of the Management Committee
4. Member of the Halal Committee

### Key Achievements

- Revised all the job descriptions for the whole company.
- Developed the job grading and salary structure.
- Re-structuring of overall organization structure
- Introduced Management Retreat for Business Plan preparation.
- Completed new warehouse project.
- Improved skewer production output.
- Improved work structure in rice packaging.
- Improved management reporting.

### Role & Staff Information

- Operation Role
- Total staff in organization = 100
- Total staff in department = 67
- Total direct report = 6

Aug 2011 – Jan 2022

Head – Human Capital, Technology Park Malaysia Corporation Sdn Bhd

1. Reports to Chief Executive Officer.
2. All aspect of human resource management i.e. talent management, learning & development, compensation & benefit, employees' welfare, industrial relations and payroll.
3. Scope inclusive of managing human resource management function in all subsidiaries within the Group to ensure all HR practices are aligned with the Group HC policies and procedures.
4. Member of the Human Capital Committee of Technology Park Malaysia.
5. Exco member for TPM Engineering Sdn Bhd (July 2013 – Nov 2014)
6. Exco member for TPM Biotech Sdn Bhd (July 2015 – July 2019)

#### Key Achievements

- Implemented online PMS system.
- Re-developed the job description for the organisation.
- Developed the Human Capital Standard Operation Procedure & Policies.
- Introduced Senior Management Car Ownership Scheme.
- Improvement of job grading structure.

#### Role & Staff Information

- Operation HR role.
- Total staff in organization = 283
- Total staff in department = 5
- Total direct report = 2

Jul 2007 – Jun 2011

Head – Human Resource, Sime Darby Energy Sdn Bhd

4. Operationally, reports to EVP – Energy & Utilities and functionally reports to EVP – Group Human Resources of Sime Darby Berhad.
5. All aspect of human resource management i.e. recruitment, personnel administration, training & human resource development, compensation & benefit, employees' welfare, industrial relations and handling of employee's union for Energy Division of SD Group.
6. Overseeing human resource function in all subsidiaries within the division in Malaysia, Thailand, Singapore, Indonesia and China to ensure all HR practices are aligned with the Group HR policies and procedures.
7. Member of the Human Resource Management Committee of SD Group.

#### Achievement

- Implemented the Group initiatives under the STAR project comprise of talent management, talent development, performance management and rewards.
- Re-evaluated benchmark jobs for executive level upwards.
- Implemented employee engagement survey and its action plan.

#### Role & Staff Information

- Corporate HR role (Division level).
- Total staff in Division = 3000
- Total staff in organization = 25
- Total staff in department = 6
- Total direct report = 3

Feb 2005 – Jun 2007

Head - Human Resource, Sime Engineering Services Berhad

1. Operationally, reports to Divisional Director, Energy & Utilities Division of Sime Darby Berhad and functionally reports to Group Head - Human Resource of Sime Darby Berhad.
2. All aspect of human resource management i.e. recruitment, personnel administration, training & human resource development, compensation & benefit, employees' welfare, industrial relations and handling of employee's union for Energy Division of SD Group.
3. Overseeing human resource function in all subsidiaries within the division in Malaysia, Thailand, Singapore and Indonesia to ensure all HR practices are aligned with the Group HR policies and procedures.
4. Member of the Management Committee of Energy Division.
5. Member of the Human Resource Management Committee of SD Group.

#### Key Achievements

- Uplifted the HR services via better services.
- Expanded the department to give better support to the division.
- Concluded CA negotiation for subsidiary (MM)

#### Role & Staff Information

- Corporate HR role (Division level).
- Total staff in Division = 2500
- Total staff in organization = 25
- Total staff in department = 6
- Total direct report = 3

Jul 2004 – Jan2005

Manager - Human Resource, Sime Tyres International (M) Sdn Bhd

1. Operationally, reports to Managing Director and functionally reports to General Manager - Human Resource.
2. All aspect of human resource management i.e. recruitment, personnel administration, training & human resource development, compensation & benefit, employees' welfare, industrial relations and handling of employee's union.
3. Member of the Management Committee of the company.
4. Member of the ESH Committee of the company.
5. Support manufacturing plant:
  - i. Attending daily manufacturing operation meeting
  - ii. Assist line managers in resolving people related issues.
  - iii. Work with plant management to implement "spot check" during the third shift.

#### Role & Staff Information

- Operational HR role
- Total staff in organization = 1200
- Total staff in department = 14
- Total direct report = 3

Jul 2001 – Jun 2004

Assistant Human Resource Manager, Sime Tyres International (M) Sdn Bhd

1. Operationally, reports to Managing Director and functionally reports to General Manager - Human Resource.
2. All aspect of human resource management i.e. recruitment, personnel administration, training & human resource development, compensation & benefit, employees' welfare, industrial relations and handling of employee's union.
3. Implement on-line performance assessment system.
4. Member of the Management Committee of the company.
5. Member of the ESH Committee of the company.

#### Key Achievements

- Implemented staff development programs through participation in SD Development program for executive, managerial and senior management as part of career management system for the company.

Jul 1999 – Jun 2001

Senior Human Resource Executive, Sime Tyres International (M) Sdn Bhd

1. Operationally, reports to Works Director and functionally reports to General Manager - Human Resource.
2. All aspect of human resource management i.e. recruitment, personnel administration, training & human resource development, compensation & benefit, employees' welfare, industrial relations and handling of employee's union.
3. Organised monthly townhall.
4. Implemented electronic HRIS (CHARMS)
5. Member of the Management Committee of the company.
6. Member of the ESH Committee of the company.

#### Key Achievements

- Uplifted the HR services via better services.
- Implemented HRIS system.
- Implemented development programs for supervisory and new executive level via collaboration with Quality Management Institute, Universiti Utara Malaysia.
- Introduced performance management challenge meeting.

Jul 1998 – Jun 1999

Employee Relations Executive, Sime Tyres International (M) Sdn Bhd

1. Assist Asst Mgr - Employee Relations in the area of Industrial Relations and Employee Relations.
2. Advise the company on matter pertaining to disciplinary.
3. Arrange the domestic inquiry.
4. Represent the company in the IR reconciliation.
5. Liaise with In-House Union.
6. Represent the company during CA negotiation.
7. Manage the security unit.
8. Manage the site maintenance unit.
9. Window person to sports club and kindergarten.
10. Organise and coordinate social & corporate related activities.

Key Achievements

- Developed procedures for IR and established pool of DI panel and prosecutor.
- Trained and coached line managers and executives on handling disciplinary matters
- Liaison with In-House Union and concluded CA with cost savings to the company.
- Developed and implement ER programs i.e. sports, recreation, religious class and etc.
- Implemented Voluntary Separation Scheme
- Implemented "WE IMPLEMENT" Scheme

Jul 1993 – Jun 1998

Training & Personnel Admin Executive, Sime Tyres International (M) Sdn Bhd

1. Assist Asst Mgr - Training/Admin to conduct training programs.
2. Coordinate training program for the whole company-wide.
3. Arrange for external training programs.
4. Conduct Induction Program for new employees.
5. Maintain the training records of all employees.
6. Maintain and manage training facilities.
7. Recruitment & selection of employees below executive level.
8. Personnel administration incl confirmation, transfer, upgrading, termination, etc.
9. Maintenance of employees' files and HRIS.
10. Coordinate annual performance assessment.

Key Achievements

- Expanded the role of Training Section of HR Department by establishing Training Unit, Development Unit and Logistic Unit.
- Developed procedures and process for organisational L&D, recruitment process and etc.

Nov 1991 – Jun 1993

Training Officer, ST International (M) Sdn Bhd

1. Assist Asst Mgr - Training/Admin to conduct training programs.
2. Coordinate training programs for the whole company-wide.
3. Arrange for external training programs.
4. Conduct Induction Program for new employees.
5. Maintain the training records of all employees.

Key Achievements

- Designed, developed and conducted simple training program for factory workers, technicians and clerical staff i.e. 5S and etc.
- Co-facilitate the Team Building Program for the company.

## INDUSTRIES EXPOSURE

- Manufacturing (14 years)
- Services (6 years)
- Properties Management (10 years)
- Packaging & Distribution (Temporary Position)(1.16 years)
- Healthcare (1.58 years)

## AVAILABILITY

2-month notice

## SALARY

Current Remuneration : RM9450.00  
Expected Remuneration : Negotiable

## REFERENCES

- A.     Name                : Dato' Mohamad Shukri Baharom  
       Position            : Self Employed  
       Relationship       : Former immediate superior in SD Group.  
       Telephone          : Upon request
- B.     Name                : Dato' Mohamed Ishak Abdul Hamid  
       Position            : Self Employed  
       Relationship       : Former dotted line superior in SD Group.  
       Telephone          : Upon request
- C.     Name                : Dr. Sharbani Harun  
       Position            : Self Employed  
       Relationship       : Former Chief Financial Officer, Technology Park Malaysia  
       Telephone          : Upon request
- D.     Name                : Dr. Zarifah bt. Abdullah  
       Position            : Associates Professor, UUM  
       Relationship       : Lecturer  
       Telephone          : Upon request