



SYED HARIS BIN SYED NOORDIN

CAREER OBJECTIVE

Highly motivated Human resource practitioner seeking for the next chapter in an experienced Human Resources career, bringing progressive experience in HR Total Rewards & Operations scope that covers compensation ^ benefits design, benefits management, performance management, organizational design with conflict resolution, and arbitration with multinational-level corporations.

WORKING EXPERIENCES

Assistant Vice President, Total Rewards & People Services

Generali Insurance Malaysia

June 2023 - Current

People Support Partners

- Contribute to continue improvement and harmonization of Total Rewards policies, practice, and activities in respective Business Process of scope, working closely with regional/ local teams to provide feedback according to local legislation requirement and practice.
- Works collaboratively with departmental heads throughout the business, assisting them in understanding compensation and rewards programs, training, and development programs, and aiding in the indoctrination of proper management and communication practices.

Rewards

- Monitoring and evaluating the organization's compensation plans and benefits programs including researching the current and upcoming competitive markets to ensure employees' pay and benefits remain current, competitive and in compliance with legal requirements to attract and retain talents.
- Benchmarking reward policies and processes against industry practices.
- Provide input on business unit's needs to enable support the business partners in meeting their objectives.
- Develop innovative solutions to existing processes while understanding the intricacy of each market.

People Operations

- Oversee the HR Operations team and ensure optimize effectiveness and delivery and demonstrate leadership qualities to guide and facilitate the success of individual team members throughout the function.
- Develop frameworks, guidelines and implement the organizations that helps ensuring the People Operations team are focused on delivering outstanding People services to the external & internal stakeholders.
- Provide best practice for HR processes and promote improvements for efficiency and excellence in delivery.

Achievement

- Worked with consultants to develop harmonized benefits package and job leveling for the M&A exercise between two (2) separate entities.
- Develop and automated new rewards cycle process.
- Centralized and harmonized People Operations process and procedures.
- Developed internal salary range for internal use to hire external talents.

Specialist – Rewards, Performance Management & Organizational Design

RHB Bank Group

October 2021 – June 2023

HR Partners

- Provide value-added end-to-end Performance linkage to Rewards by developing innovative performance framework, rewards, and benefits strategies.
- Identify and analyze manpower requirements to support effective organization structure and increase utilization of resources, aligned towards the business direction.
- Contribute to continue improvement and harmonization of Total Rewards policies, practice, and activities in respective Business Process of scope, working closely with regional/ local teams to provide feedback according to local legislation requirement and practice.
- Works collaboratively with departmental heads throughout the business, assisting them in understanding compensation and rewards programs, training, and development programs, and aiding in the indoctrination of proper management and communication practices.

Rewards

- Analyze and evaluate reports on rewards in areas such as compensation and benefits.
- Benchmarking reward policies and processes against industry practices.
- Provide input on business unit's needs to enable support the business partners in meeting their objectives.
- Provide expertise, guidance and support on matters related to Compensation & Benefits to all staff.

Performance Management

- Involve in the development of frameworks, guidelines and implement the organizations Performance Management System (PMS), policies and Process.
- Review, recommend and implement improvements to the PMS and Process
- Provide facilitation support and monitor the implementation of Performance Management guidelines & processes for Employees.
- Support the drive in the designing and implementation of the development of e-PMS and the automation of the performance appraisal process.
- Provide advice and guidance to supervisors, managers, Management, and employees on all aspects of RHB PMS, Policy and Process.
- Build and maintain strong working relationship with all employees across the business to facilitate the implementation and development of RHB PMS
- To apply consistent methodologies, processes, and frameworks to ensure Performance indicators are appropriately resourced and aligned to respective roles and business units.
- Partners with LHCD to develop and review education/ training in the application of RHB PMS at all levels across the organization including training for appraisers & appraises.

Achievement

- Worked with consultants to develop Performance Management and its Linkage to Rewards.
- Develop new PM Framework with new performance measurements to identify true performers.
- Enhance the core benefits programme into Flexi Benefits groupwide to give cost control over the Management.
- Collaborate with HR Development teams in developing a programme to identify employees or roles with Hot Skills that are niche in the market.

Senior Associate – People Operations

Lazada Malaysia

November 2018 – August 2021

Payroll Lead

- Accountable for day-to-day operations of payroll management and employee data management within 2 legal entities with a staff headcount of about 800 employees in Lazada Malaysia.
- Provide advice on local statutory laws and regulations to Group and Local Management team.
- Work with payroll vendor to ensure accurate and timely execution of regular payroll processing, accordingly to company policies & statutory regulations.
- Prepare month-end finance journals and reporting including payroll detail reports, leave balance accrual, headcount etc.
- Partnering and working collaboratively with HR Business Partners, HR Operations team to elevate employee experience.

Compensation & Benefits Specialist

- Support day-to-day C&B operations such as employee insurance, equity and benefits.
- Project lead for annual insurance renewal exercise within Malaysia.
- Analyses take-up data on existing Benefits to feed into discussions around whether changes need to be made to make our packages more competitive and / or attractive to employees.
- Manage Group Insurance Plans, including liaison with the broker/insurer on staff coverage, monitor their service level and payment of insurance premiums.
- Coordinate for annual budget forecast for local on salary, benefits, statutory and rewards.
- Provide support on compensation related process for retention and redundancy.
- Contribution to the local risk management process.
- Engaged with local tax agent to understand the compliance of local equity exercise.

HR Operations Specialist

- Accountable for day-to-day operations of payroll, timekeeping, leave and employee data management.
- Help develop and provide education / capability building materials for use within the countries / Region for all HR related policies.
- Provide support and guidance to junior team on day-to-day operations process.
- Guidance on any ad-hoc operation cases rises from time to time.

Achievement

- Successfully reduce lowest rate towards premium cost on annual basis resulting cost saving for the Company.
- Spearheaded MY Payroll successfully in terms of process flows, policies and procedures with contribution towards process excellence and automation into a single flow country process.
- Co-lead on the Equity Remediation project with the support of local tax advisor with low-cost impact overall resulting to cost saving for the Company.
- Co-lead Market Intelligence survey that helps improves the overall Company benefits. Aligning the benefits above market.

Group Human Resources Executive (Mobile)

YTL Hotel & Properties | June 2016 – June 2018

- Monitoring The Majestic Malacca & Cameron Highlands Resort as mobile HR that will travel on monthly basis to assist one overall HR spectrum.
- Added Portfolio to assist and provide hand support to Pangkor Laut Resort in HR Matters.
 - Conducting interviews, background checks, offer of employment process and upward communications upon them joining.
 - Support from induction of new hire through termination/cessation inclusive of counselling, guidance, and policies compliance on employee relations industrial relations (disciplinary issues) including conducting of domestic inquiry.
 - Assist in administering the HRM System & TMS System (Finger Scan).
 - Maintaining the database and supervise payroll matters through processing, documentations, and process flow.
 - Organizing dialogue-sessions between management and employees.
 - Assists in overseeing the overall employees' welfare and facilities.
 - Assist in bi-annual and annual Performance management System.
 - Assist in compensation and benefits by conducting bi-annual hotel salary, service points, benefits benchmarking.
 - Maintenance of salary, service point and benefits structure.
 - Conduct year Market Survey of service points, increments & bonus for competitors.
 - Assist the Group Training department in conducting in-house training.
 - Conduct monthly orientation program.

Human Resources Officer, HRBP

Sunway Resort Hotel & Spa | September 2014 – September 2015

- Assisting recruitment team with conducting interviews for non-executive levels, background checks for employees, preparing offer of employment and upward communications upon them joining.
- Support from induction of new hire through termination/cessation inclusive of counselling, guidance, and policies compliance on employee relations industrial relations (disciplinary issues) including conducting of domestic inquiry.
- Assist in administering the HRM System & TMS System (Finger Scan).
- Maintaining the database and supervise payroll matters through processing, documentations, and process flow.
- Organizing dialogue-sessions between management and employees.
- Assists in overseeing the overall employee's welfare and facilities monthly.
- Assist in Training & Development Manager in bi-annual and annual Performance management System.

EDUCATIONAL

Master's in Human Resource Management
UNIVERSITI TEKNOLOGI MARA (UiTM),
Shah Alam
March 2021

Bachelor's in Business Administration
(Honours) Human Resource
Management
UNIVERSITI TEKNOLOGI MARA (UiTM),
Shah Alam
July 2017

CERTIFICATION

Certified Total Rewards Specialist
ASEAN TOTAL REWARDS
INSTITUTE
March 2021

Train the Trainer
HUMAN RESOURCES
DEVELOPMENT FUND (HRDF)
April 2021

PERSONAL PARTICULAR



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