

## IMAN BIN ARZMAN

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Notice Period: 02-Months

Motivation for Departure: Seeking a leadership position

Current Salary: RM 9,600.00

Desired Salary: RM11,000.00

LinkedIn Profile: <https://www.linkedin.com/in/imanarzman/>



### PROFILE

Dynamic and results-driven HR professional with extensive experience in performance management, rewards, compensation, and benefits strategy. Demonstrated expertise in developing and implementing innovative compensation structures and employee benefits programs that align with business objectives and competitive market practices. Adept at data analysis, monitoring industry trends, and ensuring regulatory compliance.

### EDUCATION

<b>MBA</b>	<b>Master in Business Administration</b> , Universiti Teknologi Malaysia, (Ongoing, Current CGPA: 4.00)
<b>BSc</b>	<b>Bachelor in Aerospace Engineering (Hons)</b> , Universiti Putra Malaysia, 2016 (2 <sup>nd</sup> Class Upper)
<b>DIP</b>	<b>Diploma in Mechanical (Aeronautics) Engineering</b> , Universiti Teknologi Malaysia, 2010 (2 <sup>nd</sup> Class)

### PROFESSIONAL EXPERIENCE

- 1. Assistant Manager, Performance & Rewards – CGC Malaysia Berhad**  
*Nov 2023 – Present*
  - Spearheaded the development and execution of comprehensive performance and compensation strategies, ensuring alignment with business goals and market standards.
  - Designed and implemented innovative compensation structures, including base salary, variable pay, and executive compensation packages.
  - Managed the administration of employee benefits programs, including health insurance, retirement plans, and leave policies.
  - Collaborated with senior leadership and internal stakeholders to ensure alignment and buy-in for compensation and benefits programs.
  - Provided expert guidance on job evaluations, salary structures, promotions, and retention strategies.
  - Developed and maintained policies and procedures related to compensation and benefits, ensuring compliance with relevant laws and regulations.
  - Led the annual performance review process, working closely with business leaders to ensure effective performance management and merit increase programs.
- 2. Analyst, Rewards - Human Resources Management – Taylor's Education Group**  
*Mar 2023 – Oct 2023*
  - Developed and executed a comprehensive rewards strategy aligned with business goals to attract, motivate, and retain top talent.
  - Led the design, analysis, and administration of compensation and benefits programs to ensure fairness and compliance with regulations.
  - Monitored industry trends and benchmarks to make data-driven recommendations for compensation adjustments and benefits enhancements.
  - Managed annual increment and bonus programs in alignment with the company's financial performance and strategic goals.
  - Collaborated with finance and senior leadership to determine emolument budget allocations and distribution criteria.

### 3. **Assistant Manager, Human Resources Management – SEGi University**

*Oct 2022 - Mar 2023*

- Led HRM system upgrade projects to enhance productivity and efficiency.
- Managed and executed payroll processes to ensure accurate and timely processing in compliance with regulatory requirements.
- Analyzed compensation and benefits market surveys and benchmarked the best practices to strengthen the company's market position.

### 4. **Executive, Human Resources – Malaysia Airlines Berhad**

*May 2019 – Sep 2022*

- Managed annual compensation projects and initiatives, including bonus calculation, salary reviews, and budgeting.
- Evaluated and navigated data to other divisions/departments for potential improvements.
- Ensured compliance with regulatory requirements and best practices in all HR activities.

## **PROFESSIONAL CERTIFICATES & TRAININGS**

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1. **Train-The-Trainer** (Trainer ID: 24718) HRD Corp - Human Resource Development Corporation (Issued Feb 2024)
2. **MAG INSPIRE Leadership Competencies-Level 1** - MAB Academy Sdn Bhd (16 Mar 2020)
3. **Microsoft Power BI** - MAB Academy Sdn Bhd (16 Dec 2019)
4. **HR and Digital Transformation** - HR Certification Institute® (HRCI®) (18 Apr 2022)
5. **Building a Performance Management System** - Society for Human Resource Management (SHRM®) (18 Apr 2022)
6. **SAP SuccessFactors Performance and Goals Management** - LinkedIn (20 Oct 2023)
7. **Managing for Results** - Project Management Institute, Inc. (PMI®) (7 Jan 2018)
8. **People Analytics** - HR Certification Institute® (HRCI®) (09 Jun 2023)
9. **Human Resources: Pay Strategy** - National Association of State Boards of Accountancy (NASBA) (19 Apr 2023)
10. **Excel Data Analysis Forecasting** - Project Management Institute, Inc. (PMI®) (23 May 2023)

## **SKILLS**

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1. Proficient in designing and implementing performance management systems and reward schemes.
2. Experienced in conducting performance appraisals, feedback sessions, coaching, and mentoring.
3. Skilled in data collection, analysis, and reporting using tools like Excel, SPSS, and Power BI.
4. Able to manage multiple projects and stakeholders effectively.
5. Knowledgeable in the latest trends and best practices in performance and rewards management.

## **VOLUNTEERISM / EXTRA-CURRICULAR ACTIVITIES**

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1. Captain of Futsal and Football Team (College)
2. Facilitator for Corporate Social Responsibility (CSR) programs
3. Taught elementary mathematics as a volunteer

## **REFEREES**

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- Available upon request