

# HASAN AL BANNA BIN JAIB



L 30-08 NO.1 JALAN BUKIT KERAMAT,  
RESIDENSI GURNEYMAS W/ KL 54000  
017-949 5991 (D.O.B – June 1992)  
[hsn\\_all@yahoo.com](mailto:hsn_all@yahoo.com)



## ABOUT ME

Proficient HR personnel offering proven skills in recruitment, industrial relation, talent management, training and workforce planning. Dedicated to promoting efficient business operations and high productivity by on-boarding well-qualified candidates, as well as ensure smooth operations of HR related matters.

## WORKING EXPERIENCE

### **Bank Islam Malaysia Berhad (BIMB)**

#### **Recruitment - Talent Sourcing & Operation, (April 2023 – Present)**

##### **Talent Sourcing**

- Act as a liaison person between HR Talent Sourcing and the business units.
- Manage the recruitment life cycle from sourcing to onboarding (External & internal hiring) with average annual hiring 120 requisitions.
- Managing Talent Acquisition Portfolio for the Compliance, Business Analyst & Strategic, PMO, Finance, General Admin & Procurement, Retail Banking Distribution, Retail Asset, Legal & Secretarial, Scholarship hiring including continuous process improvement.
- Prepare monthly management reports or any assigned reports as and when required.
- Career fair/engagement participation and other HR-related project
- Monitor the confirmation of probationers and the expiry of contract employment
- Assist project manager with the preparation/administration of project, paperwork & material.
- Updating recruitment hiring process in SAP Success Factor System.

##### **Operations**

- Assist with the recruitment administration i.e. interview arrangements, screening, documentation & onboarding.
- Assist project manager with the preparation/administration of project, paperwork & material.
- Updating onboarding new joiner details on SAP Success factor system.
- Prepare job advertisements and any assigned HR communication posters.
- Monitor the confirmation of probationer and the renewal of contract employee.

### **Industrial Relations & Performance Management, (April 2022 – May 2023)**

#### **Industrial Relations related matter**

- Handling disciplinary issue such as grievance, breach of duty, code of conduct etc.
- Handling fraud cases and other serious misconduct.
- Involve in conducting domestic inquiry and investigation for serious misconduct i.e interview investigations for statement.
- Preparing report for disciplinary, fraud or serious misconduct to be table for disciplinary committees.
- Issuance of show cause letter, suspension and convey letter.
- Updating staff disciplinary record at SAP Success Factor i.e uploading show cause letter, discharge letter, convey letter and other disciplinary details.
- Assisting in In house ( KESETIA) collective agreement matter.
- Handling Performance Individual Programme/Delivering Performance Programme for the Bank i.e staff low performer selection, filtering and criteria for enrollment, conduct PIP/DPP briefing to selected staff and supervisor.
- Monitoring of ongoing enrolment till removal from the programme.

### **Performance Management Development**

- Managing end to end PMD cycle and preparing performance management report.
- Liase with vendor (SAP) stakedholder and focal person related with Performance Management.
- Conduct briefing related to PMD cycle and escalation.

### **Recruitment, Training Workforce Management, (July 2017 – 31 March 2022)**

#### **Recruitment, Training & Development (RTD) unit.**

- Design and implement overall recruiting strategy and manpower planning.
- Source and recruit candidates by using databases, social media etc.
- Handling hiring process until reporting duty for new staff onboard.
- Review Standard Operating Procedure (SOP) for RTD unit.
- Payroll management.
- Design and develop training content tailored to various roles and competencies. Responsible in selecting appropriate training methods (e.g., e-learning, workshops, seminars, on-the-job training and module).
- Analyze goals to determine training requirements and collaborate with subject matter experts to ensure accurate and relevant content. Support staff in creating personal development plan.
- Involve in training related matter, new joiner training also includes refresher training and certification. Also involve in training budgets, monitor expenses, and allocate resources effectively.
- To ensure adherence to Bank's code of conduct, guiding note and / or any relevant policy & guideline provided by regulator / Bank Islam.
- Ensure adherence and compliance to all internal policies/guidelines and external regulatory requirements
- Implementation of SAP system, testing for system (UAT) to be implement in Subdepartment Collections Call Centre.
- Managing general admin and procurement activities for business unit.

### **Consumer Recovery Department, (June 2017 – December 2017)**

- Monitoring debt collector agency performance and productivity.
- Arrange monthly meeting to review debt collector agency performance
- Prepare monthly report for impaired account under Housing financing & BIC
- Liaise with other unit, department, insolvency and customer in handling bankruptcy account.
- Assign list of Impaired customer account to agency for collections overdue activities & site visit.
- Attend inbound call or walk in customer regarding their financing problem.
- Handling full settlement figure and closing of account for credit card financing.
- Manage complaint receive from customer or BNM with person in charge within department.

### **SLIM Trainee under Bank Islam Malaysia Berhad (March-June 2017)**

- Attached under new established unit (Recruitment training and development unit)

#### **EDUCATION BACKGROUND**

##### **University Putra Malaysia (UPM) (2013 - 2017)**

- Bachelor of Communication
- CGPA: 3.44

##### **Pre U SMK Datuk Panglima Abdullah (2010-2011)**

- STPM

##### **Sekolah Menengah Datuk Panglima Abdullah (2005-2009)**

- SPM (10 Subject Pass)
- PMR (8 Subject Pass)

#### **REFERENCES**

Shah Hadri Shahiman  
019 429 9298  
Manager R&D Retail Banking BIMB

Nur Nadia Anuar  
019 303 2539  
Industrial Relations Lead BIMB