

MOHD NAZLI ZAKARIA

Experienced, enthusiastic Compensation Professional with a proven track record in a total rewards implementation and Human Resources Business partnership, including compensation analysis / modelling, flexible benefits, incentive design and retention strategy. Highly adaptable and proficient in project management and change management.

Currently, I am in finalising my thesis project for Master in Human Resource Management and seeking for a management position.

EXPERIENCE

MRT Corporation Sdn Bhd

Employee Policies & Rewards - Compensation & Benefits 2016 - 2024

1. Focal person to review a competitive total compensation, benefits and rewards package to fit and aligned with the company's strategy and business goals
2. Develop a consistent compensation philosophy in line with the world-class organizational objectives
3. Ensure that compensation practices are in compliance with current regulations (pay equity, human rights, etc)
4. Use various methods and techniques and make data based decision on direct financial, indirect financial and nonfinancial compensations
5. Assess employees' needs by conducting organizational psychology survey to find out what motivates and engages employees
6. Participate in salary and labour market surveys to determine prevailing market rates and benefits
7. Differentiate pay systems to invest in the segments of the workforce that contribute the most value
8. Deploy effective communication strategies and success metrics on compensation, benefits, policies and guidelines
9. Conduct ongoing research into emerging trends, issues and best practices
10. Conduct periodic HR audits and prepare monthly and quarterly reports for management and BOD
11. Key person of the implementation and process of Flexible Benefits
12. Lead on medical benefits including cost management and other initiatives to improve employee's health
13. Initiate, plan, review and revise the Human Resource policies, guidelines and processes to ensure competitive and compliance with legislation.
14. Prepare a Management Paper of proposal for BOD meeting.



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Prima Damansara,
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LANGUAGE

- Malay
- English

EXPERTISE

- Compensation and Benefits
- Rewards
- Performance Management
- Management Skills
- Analytical Thinking
- Microsoft Office
- Environment, Health and Safety (ESH)
- Policies, Procedures and Guidelines
- Flexible Benefits

EDUCATION

Open University Malaysia (OUM)

Master of Human Resource
Management

2024

Universiti Teknologi Mara (UiTM)

Diploma in Accounting

2002

SEGI University and Colleges

Senior Executive of Infrastructure

2015 - 2016

1. FACILITY MANAGEMENT:

- a. Handling the contract management of the company's vendors.
- b. Manage costs for required goods or services to achieve maximum value for money.
- c. Assist in directing, coordinating and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling.
- d. Ensuring the building meets health and safety requirements and that facilities comply with legislation.
- e. Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement.
- f. Responding appropriately to emergencies or urgent issues as they arise and dealing with the consequences.
- g. Assist in Yearly Budgeting Plan.

2. MAINTENANCE:

- a. Assist the team regarding the faulty/defect report management issues.
- b. Handling the contract management of the maintenance.
- c. Improve the internal process of the maintenance in terms of enhancement of the new system of Maintenance Report.

3. HOSTEL MANAGEMENT

- a. Lead a handover project of Hostel after expiry of the tenancy contract agreement. It includes managing the maintenance and operation team.
- b. Manage the students' data and make a respective replacement by considering the contract agreement, seniority, gender, and etc.

4. PROJECT AND SECURITY

- a. Assist in any new project in dealing with the vendors regarding the costs and other requirements.
- b. Assist in dealing with any security issues internally.

VADS Berhad

Senior Executive of Facilities & Maintenance

2013 - 2015

1. FACILITIES MANAGEMENT AND MAINTENANCE

- a. Office cleanliness - to ensure that office building are kept clean and tidy. Office equipments are in good condition to ensure zero complaints.
- b. Renovation - to facilitate and ensure that all office renovation matter for the company is constantly timely. Liaise with contractors and building management.
- c. Office Support - to attend immediately to a breakdown in office equipment and services. Ensure that the office maintenance runs in top condition. To call the supplier immediately and follow up by sending an email to the relevant staff, and business units of the condition.
- d. Office properties - to ensure that new staff and existing staff are equipped with office perquisites in their first day of work. To ensure to remove of all access to the company and collect company's properties upon staff's resignation.
- e. Contract renewal - to ensure that all contract renewal to be carried out in advance 3 months before contract end date. To proactively advise admin executive on the contract agreement.
- f. Physical security access to the building, card access and CCTV footage viewing arrangement. In time of need to contact Police and work with them on incidents.
- g. Insurance claims for loss of company property such as loss of company computer notebooks.
- h. Staff attendance and punctuality - to ensure staff adheres to working hours.
- i. Arrangement on company handphone for project management in various departments that entitled.
- j. Management of new offices - to ensure office ready for kick-off before the deadline.
- k. OSHA Compliance

2. SECRETARY OF SAFETY & HEALTH COMMITTEE

- a. Assist in the development of Safety and Health rules and policy.
- b. Assist in the development and review of Safety and Health programs.
- c. Perform analysis of incident trends and statistics.

VADS Berhad**Human Resource Information System (HRIS) and Performance & Rewards****2008 - 2013****HRIS**

Manage the whole cycle of HR related system and become one stop centre (IT backbone) for any system issues for both VADS and TM Enterprise personnel including provide the necessary advice, troubleshooting and escalation to the respective system owner.

1. Monitor and manage all HR Performance related system.
2. To create User ID in TPMS System (TM Registration Portal), communicate, monitor and troubleshoot network and system related issues.
3. To manage employee group listing in company Email and become an account management to the email ID, password and also Email group listing.
4. To review, analyze and propose IT solution for system application
5. To act as a System Administrator, conduct monthly system auditing and provide a consultative solution for VADS and TME personnel
6. To provide on time IT support and conduct a system troubleshooting for VADS HR Portal (VADS Office) within 24 hours
7. To liaise with IT Security, IDM, VADS Internal Support and SAP team

PERFORMANCE AND REWARDS

- Managing data for compilation, calculation and prepare a report for the staff assessment.
1. Staff Performance
 - Monitoring on the appraisal side in collaboration to reward staff with increment and bonus.
 - Provide the Management the Staff Performance for evaluation and job upgrading.
 2. Bonus and Increment
 - Do a respective calculation on bonus and increment based on 3 core elements which are Staff Performance Rating, Company Resources/Liquid and Company Factor.
 - Prepare a report for the bonus and increment.
 - Prepare a statistics and the impact of the new increment.
 3. New Terms and Condition migration from VADS to TM
 4. Rewards and Recognitions
 - Provide data for the awards receiver, create a template/ design to be presented during the awards ceremony.
 5. Sales Incentive Scheme
 - Prepare a template for the sales commission based on the contract given personally.
 - Provide the report for the total Sales Commission.

Yayasan Telekom Malaysia (TM Berhad)**Account Assistant****2003 - 2008**

Key Task :

To assist the company's Accountant on preparing a full sets of account.

ACHIEVEMENTS

MRT Corporation Sdn Bhd

1. Successfully introduce a new benefits (allowance scheme) on year 2020 for employee which relocate outside the Klang Valley:
 - the ongoing project members that beneficiary this benefits is Malaysia Rapid Transit (RTS) Johor Bahru - Singapore.
2. Successfully introduce a Flexible Benefits Plan for the employees which turns to 98% satisfaction rate survey via company's Employee Engagement Index (EEI) Survey on 2020.
3. Successfully manage a medical benefits costs via implementation of Flexible Benefits.

VADS Berhad

1. Successfully delivered a salary streamlined project by streamlining a salary and bandwidth of the higher subsidiary company's salaries with lower parent company's salaries (between VADS Berhad and TM Berhad) during the transition of buy back of the company by the parent company (2008 - 2009).

HONORS AND AWARDS

VADS Berhad

1. CEO Awards - Executive of The Year 2009.

REFERENCE

NAME : Abdul Halik bin Zainal

POSITION : Head of Human Capital and Administration

COMPANY : Indah Water Konsortium

CONTACT NO : 016-6398045

NAME : Wan Khairul Adha bin Wan Khairuldin

POSITION : Head, Rewards

COMPANY : Agrobank

CONTACT NO : 013-3840603