

AZHAM BIN MAT YASIR

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Career Summary

A seasoned and qualified HR and IR Practitioner with total of 15 years of experience in dealing with Malaysian and international organizations across a various industries. My vision is to become the best HR Practitioner in simplifying HR practices and consulting, providing the best HR practices towards the organization.

Assessing risk & optimizing Human Resources/Capital by integrating the right Knowledge, Attitude & Behavior to be the best among the best. Empowering businesses by delivering the art & science of HR and IR matters, in compliance with Labor Law & best HR practices.

Certification

- **Train-The-Trainer (TTT) - 2024**
Trainer ID : 32446

Education

- **Universiti Putra Malaysia (UPM) – 2011**
Bachelor in Human Resources Development
- **Universiti Putra Malaysia (UPM) - 2007**
Diploma in Human Development
- **Kuala Selangor Science Secondary School - 2003**
SPM & PMR (O Level)

Skills Summary

- Rightsizing, Downsizing, Manpower Optimization
- Employee Relations & Industrial Relations
- Talent Management, Training Needs Analysis & CGA
- Performance Management System (PMS)
- Communicates in English & Bahasa Malaysia
- Leadership traits & collaborate effectively at all levels
- Excellent public speaker & effective communicator
- Well verse in Human Resources methodology

Projects Participated

No	Category	Company Name	Deliverables	PIC / Reference	Year
Employment : Perusahaan Otomobil Nasional Berhad (PROTON)					
1	Performance Management System	Perusahaan Otomobil Nasional (Proton)	Digitization & implement a full performance management system with KPI structure, workflow, evaluation method and system	En. Badrul Hisham - HRMS	2024
2	Performance Management System	Perusahaan Otomobil Nasional (Proton)	Proposal & initiation of new PMS structure & benchmarking with sister company, and emphasizing improvement to senior leadership performance & 360 evaluation	En. Amran Mohd Tomin – VP HCA	2024
3	Performance Management System	Perusahaan Otomobil Nasional (Proton)	Development of performance conversation module, to support businesses in understanding performance overview & how to.	En. Amran Mohd Tomin – VP HCA	2024
4	Cross Functional Team	Perusahaan Otomobil Nasional (Proton)	Initiated a special action team (SAT) to ensure all human capital division deliverables achieved by end of financial year	En. Amran Mohd Tomin – VP HCA	2024
Employment : Infomina Berhad					

5	Performance Management System	Infomina Berhad	Develop, digitize & implement a full performance management system with KPI structure, evaluation method and system	Mr. Yee Chee Meng - MD	2023
6	Policy & Procedures	Infomina Berhad	Development of new HR policies and review on company's handbook, code of conduct and policy & procedures.	Ms. Cynthia Mok - OD	2023
7	HR Outsourcing	Cradle Fund Sdn Bhd	HR payroll outsourcing and providing HR / IR advisory & consultancy role	En. Khairil Libertus – Head of HR	2022 & 2023
8	Policy & Procedures	Infomina Berhad	Standardization of employee benefits and entitlement across ASEAN entities	Mr. Yee Chee Meng - MD	2022
9	Organization Compliances	Infomina Berhad	Appointed internal compliance project manager for Initial Public Offering (IPO) for the Company in BURSA Malaysia	Mr. Yee Chee Meng - MD	2021
10	Policy & Procedures	Infomina Berhad	Developed company's handbook, code of conduct and policy & procedures to an automotive business	Ms. Cynthia Mok - OD	2021
11	Total HR Outsourcing	PL Tech Sdn Bhd	Total HR departmental outsourcing and providing HR / IR advisory & consultancy role	En. Azhan Naim - CEO	2021
12	Total HR Outsourcing	Megapadu Sdn Bhd	Total HR departmental outsourcing and providing HR / IR advisory & consultancy role	En. Ahmad Asri - CEO	2021
13	Rightsizing/ Retrenchment	Infomina Berhad	Rightsizing exercise for company's operation wing and matching current talent with the company's vision	Ms. Cynthia Mok - OD	2020
14	Talent Development	Infomina Berhad	Developed a skill set matrix for the entire company, align with the company's succession planning objective	Ms. Cynthia Mok - OD	2020
15	Policy & Procedures	Setegap Ventures Petroleum Sdn Bhd	Developed company's handbook, code of conduct and policy & procedures to an automotive business	Cik Nurul Azwa Ahmed Azni – HR PIC	2020
16	Advisory & Consultancy	SPS Corporation Sdn Bhd	Providing HR / IR advisory & consultancy role in regulations, policies, rightsizing, talent development, etc	Pn. Nur Hidayah Zaidi – HR PIC	2019
17	Employee Profiling	Infomina Berhad	Planning & execution of employee profiling, with analysis of DISC assessment to empowering company's workforce	Ms. Cynthia Mok – OD	2019
18	Competency Gap Analysis	Infomina Berhad	Developed and managing competency gap analysis to ensure deliverables to the customer is at top priority	Ms. Cynthia Mok - OD	2019
Employment : EMKAY Group					
19	Performance Management System	EMKAY Group	Developed & implemented a full performance management system with KPI structure, evaluation method and system	Pn. Hjh. Farah Mahami Mustapha Kamal - ED	2019

20	Talent Management & Succession Planning	EMKAY Group	Developed and managing talent management and succession planning activities in two tiers (executive level & senior managerial level)	Pn. Hjh. Farah Mahami Mustapha Kamal - ED	2019
21	IR Case Reconciliation	Laras Kualiti Sdn Bhd (EMKAY Group)	Assisted the Company's management for wrongful dismissal claim in the IR Court	Pn. Hjh. Farah Mahami Mustapha Kamal - ED	2018
22	Rightsizing/ Retrenchment	Educate to Learn Sdn Bhd	Rightsizing exercise for group of education business after 18 years of operations - 67 staff	Tn Hj.Azmil Khuzaid Zakaria - CEO	2018
23	SOP Development	EMKAY Group	Initiate and coordinate SOP development project throughout the entire companies, to ensure compliances & training	Pn. Hjh. Farah Mahami Mustapha Kamal - ED	2017
Employment : i-HR Consulting Sdn Bhd					
24	IR Case Reconciliation	Anshin Precision Industries Sdn Bhd	Assisted the Company's management in conducting DI & wrongful dismissal claim in the IR Office	Mr. Peter Chean - GM	2016
25	IR Case Reconciliation	Linkdood Technologies Sdn Bhd	Assisted the Company's management for wrongful dismissal claim in the IR Office	Mr. Tony Brunot Woon - CEO	2016
26	Rightsizing/ Retrenchment	Montpelier Pte Ltd	Total retrenchment and shutdown of an insurance business processing and financial services provider after 18 years of operations - 67 staff	Ms. Jackie Evans - Greenwood PWM	2016
27	Rightsizing/ Retrenchment	Educate to Learn Sdn Bhd	Rightsizing exercise for group of education business after 18 years of operations - 67 staff	Tn Hj.Azmil Khuzaid Zakaria - CEO	2016
28	Rightsizing/ Retrenchment	MK Land Holdings Berhad	Thorough HR Audit and proposed restructure of major construction and hotel operator - staff impact of 210.	Pn. Norazima Nordin - HR Manager	2016
29	HR Transformation	Setia Haruman Sdn Bhd	Comprehensive HR Transformation project (attraction, retention & engagement), and Implemented EOC initiative of well known property developer - 114 staff across 3 entities.	Pn. Hasaniyah Ismail - HR Manager	2016
30	Rightsizing/ Retrenchment	Perdana Petroleum Berhad / Dayang Enterprise Holding Berhad	Reduced staffing level by 62% of a well known PLC (manufacturing and fabrication business) to deliver annual employment cost savings exceeding RM14 Million Per annum.	En. Fahim Rosley - Group HR Manager	2015
31	Performance Management System	Sterling Insurance Brokers Sdn Bhd	Developed & implemented a full performance management system to one of the largest insurance broker company in Malaysia.	En. Wan Muzamir Fitri Che Wan - CEO	2015
32	Policy & Procedures	Silicon Auto Group Sdn Bhd	Developed company's handbook, code of conduct and policy & procedures to an automotive business	Ms. Eileen Lim - HR Manager	2015
33	Policy & Procedures	Sky Blu Media Sdn Bhd	Developed company's handbook, code of conduct and policies & procedures	Mr. Ram Iyer - VP Finance	2014

Clientele

No	Client's Name	Reference	Position
1	Infomina Berhad	Mr. Yee Chee Meng	Managing Director
2	Setegap Ventures Petroleum Sdn Bhd	Cik Nurul Azwa Ahmed Azni	HR Representative
3	MK Land Holdings Berhad & subsidiaries	Pn.Norazima Nordin	Group HR Manager
4	EMKAY Group & subsidiaries	Pn.Siti Hajar Mansor	Group HR Manager
5	Setia Haruman Sdn Bhd & subsidiaries	Pn.Hasaniyah Ismail	HR Manager
6	Educate to Learn Sdn Bhd & subsidiaries	Pn.Hjh Farah Mahami binti Tan Sri Mustapha Kamal	Executive Director
7	Naza TTDI Sdn Bhd	Hj Abd Manaf Ehpan	GM Human Resources
8	Tujuan Gemilang Sdn Bhd	En.Abd Rahman Mohd Nor	General Manager
9	CGG Services Malaysia Sdn Bhd	En.Fairus Mohamed	Country Manager
10	Sacoor Brothers Malaysia	Cik Khairul Mokhtar	HR Officer
11	Anshin Precision Industries & subsidiaries	Mr.Peter Chean	General Manager
12	Linkdood Technologies Sdn Bhd	Mr.Tony Brunot Woon	CEO
13	Armani Media Sdn Bhd	Dato' KK Chua	Managing Director
14	Little Caliph Kindergarten – 15 branches	TBA	TBA

Working Experiences

Senior Manager, Performance Management

– Perusahaan Otomobil Nasional Berhad (PROTON) (2023 – Current)

1. PERFORMANCE MANAGEMENT DEVELOPMENT & IMPLEMENTATION

- Plan, design and implement effective performance management programs.
- Develop and update performance evaluation tools, guidelines, and documentation for improvement.
- Regularly review and analyze performance metrics to identify trends, and areas of improvement.
- Provide insights and strategic recommendations to management based on performance data.

2. PERFORMANCE IMPROVEMENT PROGRAMS

- Managing performance improvements programs and initiatives throughout the Group.
- Consults & facilitates HRBPs, Senior Management & Head of Divisions for Performance Improvement programs.

3. GOAL SETTING AND ALIGNMENT

- Organization's PIC for development and communication of performance goals and objectives, KPI planning & PMS planning.
- Support managers and employees in setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals.

4. EMPLOYEE FEEDBACK AND DEVELOPMENT:

- Collaborate with HRBPs & managers to provide constructive feedback to employees on their performance.
- Collaborate with IRUM section & company's union in managing performance related grievances.
- Facilitate performance review meetings and discussions, ensuring a fair and consistent approach.

5. CONTINUOUS IMPROVEMENT

- Stay abreast of industry best practices and trends in performance management.
- Propose and implement continuous improvement initiatives to enhance the performance management process.

6. HR POLICY MANAGEMENT AND GOVERNANCE

- Ensure effective governance of HR policies to maintain organizational integrity and compliance, with ongoing monitoring and annual compliance audits, by conducting regular policy reviews and aligning them with current laws and best practices.
- Review and update HR policies to ensure compliance and alignment with regulatory and organizational goals, by staying informed of legal changes and consulting with legal experts.

7. STAKEHOLDERS MANAGEMENT

- Stakeholder Engagement: Developed and maintained strong relationships with key internal stakeholders, including department heads and senior management (Union Leaders, HRBPs, HOSs, HODs, Senior Management & Top Management), to align HR strategies with business objectives.
- Communication & Collaboration: Facilitated effective communication channels between employees and management, addressing concerns and fostering a collaborative work environment.

Head of Human Resources

– *Infomina Berhad (2022 – 2023)*

- *Infomina Pte. Ltd. (SG)*

- *Infomina Philippines, Inc. (PH)*

- *Infomina (Thailand) Co., Ltd. (TH)*

- *PT Infomina Solution Indonesia (ID)*

HR Manager

– *Infomina Berhad (2019 – 2022)*

1. COMPLIANCES & INDUSTRIAL RELATIONS

- Providing advisory role to any strategies, plans, and decision made by the Executive Directors.
- Initiating the SOP development project in the company, by being the custodian for compliances.
- To coordinate trainings related to SOP development and ensure all employees are trained via the content.
- Managing all disciplinary issues, grievances and industrial relations cases in the Company

2. PERFORMANCE MANAGEMENT & REWARDS

- Performance Management System (PMS) development and establishing KPI structure
- Strategizing and benchmarking companies reward system, in matching back with the PMS findings and result
- Responsible in conducting Performance Improvement Plan (PIP) for any under performers

3. ORGANIZATIONAL DEVELOPMENT & CHANGE MANAGEMENT

- Implementing and managing company's mode of knowledge transfer
- Managing, i) Statutory and compliances, ii) Job related training, and iii) Self progression training.
- Leading the digital & culture transformation initiative in the Company
- Managing Group HR yearly budget
- Overseeing overall Company's in their HR strategy, issues, and plan

4. TALENT DEVELOPMENT & SUCCESSION PLANNING

- Initiating and managing talent management and succession planning activities (eg : developing skill set matrix, certifications, career progression, etc)
- Identifying the right talents with the right skill set
- Execution of knowledge transfer planning to close the gaps
- Monitoring yearly attrition rates and analytics, and proposing next course of action.

5. INTERNAL SYSTEM (WORKPLACE)

- Initiated the development of internal system (workplace)
- Strategizing the modules & content, priority of project planning and act as a stakeholder for this project
- Contributing in monetization of the project and sales strategy
- Act as one of key person in contributing ideas & in brainstorming session for next project / disruptive technology

6. ENGAGEMENT

- Conducting climate survey
- Monitoring yearly attrition rates and analytics, and proposing next course of action.
- Monitoring online branding, feedbacks and next course of action.
- Organizing Recognition Programs for employees, to reward employee to of the months, best ideas & achiever, etc.
- Managing company's Sports Club & Events
- Organizing team-building activities annually and any other related events.

7. STAKEHOLDER MANAGEMENT

- Regional Stakeholder Engagement: Fostered strong relationships with regional managers, department heads, and senior leadership to ensure alignment of HR strategies with regional business objectives.
- Regional Policy Implementation: Ensured consistent application of company policies and procedures across the region, addressing any region-specific concerns promptly and effectively.
- Regional Change Management: Led HR (development of COE) initiatives during regional organizational changes, ensuring business continuity of the organization by effectively communicating & integrating interests with all stakeholders.
- Cross-Functional Collaboration: Worked closely with regional teams across multiple departments, facilitating open communication and collaboration to address region-specific HR needs.

Assistant Manager, Group Human Resources

– EMKAY Group of Companies (2016 – 2019)

1. COMPLIANCES & INDUSTRIAL RELATIONS

- Providing advisory role to any strategies, plans, and decision made by the Executive Director
- Initiating the SOP development project in the company, by being the custodian for compliances.
- To coordinate trainings related to SOP development and ensure all employees are trained via the content.
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- Leading the digital & culture transformation initiative in the Company
- Managing Group HR yearly budget
- Overseeing Company's resort in their HR strategy, issues, and plan.

4. COMPENSATION & BENEFIT

- Monitoring compensation and benefits functions to ensure it's efficiency and deliverables.
- Yearly review on company's benefit structure (handbook) to ensure competitiveness in the market

5. RETENTION & ENGAGEMENT

- Conducting climate survey
- Initiating and managing talent management and succession planning activities
- Monitoring yearly attrition rates and analytics, and proposing next course of action.
- Engaging employees through activities such as coffee session, birthday celebration, awesome winner, quarter briefing and festival celebration activities
- Collaborate directly with company's foundation

Senior HR Advisory Specialist – iHR Consulting Sdn Bhd (2014 – 2016)

1. ADVISORY/CONSULTATION

Providing HR & IR advisory & support to more than 60 clients through immediate/continuous support to the clients for any crucial/adhoc cases, in compliance with Malaysian Employment Law & best HR practices, together with any HR documents template if necessary. Utilising the leverage on being the only Employment Practice Liability Insurance (EPLI) provider in Malaysia, to support Malaysian industries in various perspectives of Human Resources.

2. HR PROJECTS

Managing HR projects such as setting up KPIs, HR Audit, HR Startup Kit (Employee Handbook & Guidelines), CGA, Rightsizing & Retrenchment, and HR Implementation throughout Malaysian industries covering both SMEs & MNCs. (please refer **Projects** section)

3. CONTENT DEVELOPMENT

In-charged for the development & deliveries of the i-HR Portal (www.ihrnet.com), in complement to the HR advisory services provided to our clients. Benchmarking the HR portal to international standard, and constantly updating the HR documents, videos, & templates are relevant to the current Malaysian industrial practices.

4. BUSINESS DEVELOPMENT / TRAINING

Incharge of full spectrum of sales of the company (B2B & RFP), making proposals, presentation & deal closing. Handling cold & warm calling, for HR Risk Management & Training sales, and also for any marketing collaterals. Involve directly in organizing training such as "The Art & Science Series" and convention such as "MECA i-HR Industrial Relations Convention"

5. STAKEHOLDER MANAGEMENT

Cultivated and maintained strong relationships with a diverse portfolio of clients, understanding their unique HR needs and providing tailored solutions to align with their business objectives (needs assessment & challenges identification). Advising senior management on best practices in talent management, employee engagement, and organizational development, ensuring alignment with overall business strategies.

Acting HR Manager – Anshin Precision Industries Sdn Bhd (8 months - 2016)

Secondment from iHR Consulting

1. ADVISORY/CONSULTATION

- Providing HR advisory & support to both property development sector and hospitality sector, for any crucial/adhoc cases, in compliance with Malaysian Employment Law & best HR practices, together with any HR documents template if necessary.
- Ensuring seamless implementation of SOP and compliances through effective and appropriate communication across the company.

2 PAYROLL

- Ensuring payroll reconciliation and efficiency are monitored to achieve the expected target by the company, and payroll outsourcing project is a success.

3. IR MATTERS

- Managing all disciplinary issues, grievances and industrial relations cases in the Company, in compliance with all Company's policies & procedures and local authorities.
- Attending any IR cases that went to IR Department reconciliation meeting and/or Industrial Court.

Assistant Manager, HR – MK Land Holdings Bhd (6 months - 2015)

Secondment from iHR Consulting

1. ADVISORY/CONSULTATION

- Providing HR advisory & support to both property development sector and hospitality sector, for any crucial/adhoc cases, in compliance with Malaysian Employment Law & best HR practices, together with any HR documents template if necessary.
- Ensuring seamless implementation of SOP and compliance through effective and appropriate communication across the company.

2 PAYROLL

- Ensuring payroll reconciliation and efficiency are monitored to achieve the expected target by the company, and payroll outsourcing project is a success.

3. IR MATTERS

- Managing all disciplinary issues, grievances and industrial relations cases in the Company
- Attending any IR cases that went to IR Department reconciliation meeting and/or Industrial Court.

HR Administrator – Schenker Logistics (M) Sdn Bhd (2011 – 2013)

1. RECRUITMENT

To source manpower in line with the company's benchmark and expectation, handling from bottom to top level & liaising with sub-contractors for foreign manpower supply.

2. TRAINING

Conducting TNA for the company for every section in the company, to structure & execute a development & training plan for the company's benefit, handling LMS for executive level and above, and sourcing for types of training required.

3. INDUSTRIAL RELATION

Incharge for any disciplinary issues, to represent the Company in resolving industrial relations and labour disputes between the Company and employees at Industrial Relations Department and Labour Department

HR & Payroll Executive – iHR Consulting Sdn Bhd (2010- 2011)

1. RESEARCH & DEVELOPMENT

To benchmark company's product (iHR Membership & Portal) & services with other top worldwide products to ensure high standard & quality of the product.

2. PAYROLL & SALARY ADMINISTRATION

To deliver payroll, salary calculation & statutory contribution to our client, in compliance with the Malaysian Labor Law, with no error & according to the timeline given.

3. CONTENT DEVELOPMENT

To identify the right source / reference for the content, to ensure reliability & relevancy of the product, & types of content to be uploaded.

Talk / Forum Participated

Program Name	Organizer	Deliverables	PIC / Reference	Year
Money & You : HR for Business	Global Success Learning Sdn Bhd	Trainer - Delivered a topic on "Managing Employee Misconduct & Non-performance" for Money & You Alumnus & SMEs.	Mr. Terence Tan - MD	2016
PRISM & IE Convention 2016 : Hiring, Keeping & Firing Employees	Property Investment Summit & Entrepreneur Insight	Panelist - Discussing on the best methods in hiring, retaining & firing employees for the whole convention participants	Dato' KK Chua - MD	2016

Reference

Peter Chean (Mr.) GM, Operations	Dr.Roy Prasad Dean	Farah Mahami Mustapha Kamal (Mrs.) Executive Director	Yee Chee Meng (Mr.) Managing Director
Anshin Precision Industries Sdn Bhd +603 7832 0784	EDUK8U Grad School Asia Marwin Innovation Sdn Bhd +6012 5533654 +61 420457883	EMKAY Group of Companies +603 8318 2080	Infomina Berhad +603 2201 7188

The undersigned hereby certifies that all information given in this document is true, complete and correct.

AZHAM B MAT YASIR