



# ADHWA SYAFIQ BIN AZMAN

MANAGER, HUMAN RESOURCE

## SUMMARY

A dedicated and enthusiastic personnel with 15 years' extensive experience mostly involved performance management, talent management & organizational development, develop & administer HR system and HR analytics.

### Core Competencies:

- Human Resource Information System (HRIS)
- Organizational Development & Talent Management
- Performance Management System
- Compensation & Benefits
- Succession Planning
- HR Data Analytics
- Project Management
- Orientation & Training Coordination
- Talent Acquisition

## EDUCATIONS

### Multimedia University

Diploma in Information Technology

Major: Tele-Education

Minor: Software Development

## CERTIFICATIONS / TRAININGS

HR Metrics & Dashboards - (Malaysian Institute of Human Resource Management)

Microsoft Project Level 1&2 - (Nota Asia)

Project Management Foundation & Practice - (Project Management Institute) - PMI Course Number: PLTCPM01A

Certified Data Engineer (Sponsorship of Yayasan Peneraju)

Certified Data Analyst and Tableau User By General Assembly

Certified HCM Workday User

## EXPERIENCES

### ① Transwater API Sdn Bhd

Nov 2023-Current

#### Manager, Human Resources

**Performance Management:** Managing the process of KPI planning, Mid-Year Review, Year-End Performance Appraisal. Responsible for the execution of Bonus and Increment Payout and to review the policy & procedure of Performance Management from time to time. Responsible for designing the rewards system such as bonus & increment framework as well as the incentive program for employees.

**Talent Management:** Responsible for overall process of Succession Planning starting from identifying talent, assessing internal talent, development of talent through training and coaching and deployment of talent. Also responsible for updating the policy and procedures of Succession Planning. Managing the process of Internship placement for students including sourcing students from university, development of students through training programs and hiring students upon completion of their internship program. The focal person in the company for any enrollment to career fair event either at university level or other platform.

**Learning & Development:** Responsible for development of technical competencies training framework and managing the overall training process as well as managing HRDF fund. Also responsible for development of training calendar, employee training profile and training directory.

### ② Bank Pembangunan Malaysia Berhad

Nov 2018-Oct 2023

#### Manager, Performance Management & Rewards

**Performance Management:** Execution of KPI planning, Mid-Year Review, Year-End Performance Appraisal, Bonus, and Increment Payout. Updating the policy & procedure of Performance Management from time to time.

**Compensation Benefits & Rewards:** Responsible for the execution of salary benchmarking, salary review exercise, and benefits review. Partner with the external compensation and benefits service provider to obtain annual salary information to set up new salary structures for BPMB.

**Manpower Planning:** Responsible for the manpower planning exercise by liaising with the recruitment team in term of different headcount every month. Liaising with HOD to finalize numbers of headcount annual and proceed with the budget exercise. Updating the Manpower report from month to month

**HR Annual Budget:** Responsible of tabulating the HR Annual Budget which consist of Manpower Cost, Training Cost, Culture and Engagement Cost for HR division. Engaging with the Finance division in forecasting and analyzing numbers from year-to- year annual budget.

**Succession Planning and the Policy & Procedure:** Responsible for the execution of Succession Planning process from identification of Talent, Talent Assessment, Talent Development, Talent Deployment & Review & Capacity Projection. The focal person in updating the policy and procedure of Succession Planning from time to time.

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**Competency Dictionary:** Engaging with the Head of Division in identifying and tabulating the suitable competency either on functional or technical competency, especially for Business Banking, Credit Function and Support division. Collaborate with external parties in the execution process of assessment based on the identified competency.

**Learning & Development:** Collaborate with the Heads, line managers and other operating units to provide information needed for staff's learning and development upon completion of the identification of the competencies gap.

**Achievement:** End-to-End development of i-Career system for BPMB (IDP Online System) in 2021 & manage to create a comprehensive template for STE to cater for BNM Reporting for training expenses. Successfully implementing the Workday system for BPMB especially on HCM Core, Expense, Absence, Time Tracking & Compensation Benefits.

#### ③ Transwater API Sdn Bhd

Oct 2014-Nov 2018

##### HRIS Executive

**Performance Management:** Setting of KPI from KPI planning, Mid-Year Review, Year-End Performance Appraisal.

**Handling Insurance Matters:** Appointment of insurance panel, monitoring of medical utilization on monthly basis, raised Payment Order for Finance department to process, updating medical on monthly basis.

**Recruitment - Sabah & Sarawak Work Permit:** Executing the process of hiring including sourcing candidates, conducting interviews and negotiating job offers with the SLA as well as on boarding. Liaising with hiring managers in sourcing for candidates. Compiling required documents and liaising with agency to process work permits for new recruits and end to end recruitment process.

**HR BOSS.NET:** Responsible for development of HR System (BOSS.NET) Transwater Job Portal, from User Requirement, Development of the system, UAT Session before roll-out and Deployment to production server.

**Succession Planning:** Responsible for the execution of Succession Planning process from identification of Talent, Talent Assessment, Talent Development, Talent Deployment & Review & Capacity Projection. Responsible in updating the policy and procedure of Succession Planning from time to time.

**Compensation & Benefits:** Responsible for bonus and increment tabulation and annual payout to all employees. Monitoring the utilization of dental and optical benefits for all employees.

**Policy & Procedures:** Focal person in updating the policy and procedures for Performance Management, Bonus & Increment Payout, HR BOSS.NET and Transwater Job Portal as and when needed.

**Achievement:** Successfully implemented a new HR system for Transwater, BOSS.NET (Module: Payroll, Leave, Training & HR Reporting).

#### ④ UEM Group Berhad

Apr 2009-Oct 2014

##### HRIS Executive

**Main scope:** Performance management, setting of KPI from KPI planning, mid-year review, performance appraisal through an online system and processing the tabulation of bonus & increment payout.

**Secondary scope:** Implement all systems required by HR department. Start with gathering of user requirement, liaise with IT department for development, UAT session for testing, and present the system to user end. Administer all systems and troubleshoot system. Updating policy of all system develops for HR.

**System HR:** RAMCO, PMS, 360 Degree, YES Online and Talent Database.

- Under study the user requirement before developing the system and liaise with Project Manager from IT department to design the structure of the system.
- Deals directly with development team regards to the testing matter before system goes live. (UAT Session)
- Provide training for front end users to use the system. Troubleshoot system error on minor issue.
- Liaise with development team regarding major system error.
- Communicate to the respective HR personnel who handle system from group of companies regards to the system matters.

**Achievement:** Successfully develop several systems in UEM Group and being promoted to second level executive in 2013.

## SKILLS

##### Language Skills:

Good command of English & Bahasa Malaysia.

##### Computer Skills:

Databases: MySQL

Software & Application: Tableau, Microsoft Office 365, Adobe Photoshop, Microsoft Project.

##### Professional Skills:

- Good knowledge of Excel (Microsoft Excel: pivot, graph, formulas, interactive reports) and policy and procedure of the HR system (Process flow of HR function through the system).
- Demonstrated expertise in human resources strategy development and strong Knowledge of compliance administration.
- Extensive oversight and administration of benefits packages.
- Adept at problem solving, decision-making and staff motivation.
- Proven ability to maintain high levels of morale during culture changes and goal driven with demonstrated strengths in multitasking.

## REFERENCES

1. **Norazlin Shahadan (+6012-339 6931)**  
Bank Pembangunan Malaysia Berhad
2. **Zainudin Ismail (+6011-3605 2029)**  
Bank Pembangunan Malaysia Berhad

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