

# Mohd Alif Kamarulbahrin

Strategic HR | C&B | Talent Acquisition | Employee Engagement | Performance Management | ER/IR | HRIS | Operation



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HR experience with more than 10 years' covering multiple HR functions specifically in HRBP, Rewards and HR Generalist role within Corporate Operations functions and Shared Service environment. Possess understanding of the diversity that an employee needs in today's business market and have used the skills to recognize and implement successful business and HR in an organization. As a dynamic and forward-thinking professional with strong business acumen, I seek to advance my career in a role where my leadership skills and extensive experience can significantly contribute to the organization's success.

## Work History

2024-07 -

### Group HR Lead

Current

*ENVIROS Malaysia, Kuala Lumpur*

- Led decision-making and implementation of HR policies, procedures, programs and functions.
- Guided leaders and employees on company policies, programs, benefits and salary administration.
- Managed employee relations, investigating and resolving conflicts to maintain a positive work environment.
- Streamlined HR processes for increased efficiency with the use of HRIS systems.
- Supervised and mentored direct reports and developed talented HR teams.
- Oversaw payroll functions, ensuring accuracy while maintaining strict confidentiality standards for sensitive employee information.
- Facilitated organizational change through effective communication and collaboration with senior management.
- Facilitated onboarding sessions and on-the-job training for new hires, bolstering employee job position knowledge and skillset.
- Created vision and goals for HR team and motivated staff to achieve excellence in customer support and core HR processes.
- Developed focused training programs, leadership pipeline and succession plans.
- Recommended, initiated and finalized HR actions regarding faculty and staff position management, compensation and employment postings, hiring proposals and new hire onboarding.
- Reviewed business goals to recommend new HR approaches, policies and procedures for continual improvements focused on meeting business objectives and enhancing productivity.

2022-07 -  
2024-04

## **Manager (HRBP, HRIS & C&B)**

*Sapura Drilling, Kuala Lumpur*

- C&B and HRIS management, rewards, HR functions, job management
- Streamlined the job evaluation process by implementing consistent grading methodologies for all positions within the organization.
- Managed salary surveys, providing valuable data for informed decision-making regarding compensation adjustments.
- Collaborated with HR business partners to assess job descriptions and ensure accurate benchmarking of roles within the organization.
- Successfully managed a team of compensation analysts, providing coaching and development opportunities to build their expertise in the field.
- Optimized salary structures for increased employee retention and reduced turnover rates.
- Led initiatives to update compensation policies reflective of current best practices in the industry.
- Developed comprehensive compensation strategies to attract top talent and maintain a motivated workforce.
- Identified areas needing improvement within the overall rewards program through regular analysis of employee feedback surveys.
- Helped HR teams interpret compensation policies for developing staff benefits and salaries.
- Developed tools to help managers and staff in calculating compensation levels.

2021-08 -  
2022-03

## **HRBP Corporate Manager**

*PETRONAS Lubricants International (PLI), Kuala Lumpur*

- Managing HRBP, talent sourcing management, people development management, job management
- Enhanced employee retention by implementing effective onboarding and training programs.
- Reduced recruitment costs by developing relationships with hiring agencies and utilizing innovative sourcing techniques.
- Collaborated with executive team to align HR initiatives with overall business strategy.
- Managed successful performance review process, ensuring timely feedback and goal setting for all employees.
- Ensured smooth transition during organizational restructuring efforts, minimizing disruption to daily operations while maintaining employee morale at an optimal level.
- Managed benefits administration, ensuring accurate enrollment and timely processing of claims for all employees.
- Developed succession planning strategies to prepare the organization for future growth opportunities.
- Improved workplace culture by addressing employee concerns and promoting open communication across departments.
- Developed comprehensive compensation packages to attract top talent within the industry.

2019-04 -  
2021-07

## **Human Resource Business Partner (HRBP)**

*McDERMOTT Asia Pacific Sdn Bhd, Kuala Lumpur*

- Spearheaded process improvement initiatives that led to more efficient workflows and higher employee satisfaction rates.
- Managed strategic partnership initiatives to drive measurable outcomes and deeper relationships with cross-functional teams.
- Streamlined communication channels between departments, improving overall organizational efficiency.
- Developed and maintained strong relationships with key stakeholders for improved collaboration and strategic alignment.
- Assisted in recruiting, hiring and training of team members.
- Managed full cycle of recruiting, hiring, and onboarding new employees.
- Collaborated with senior management to align HR initiatives with organizational goals.
- Increased overall workforce productivity by identifying skill gaps within teams and providing targeted coaching or training solutions accordingly.
- Improved employee performance through the implementation of tailored training and development programs.

2018-09 -  
2019-04

## **Human Resource Business Partner (HRBP) - Engineering**

*Perusahaan Otomobil Nasional (PROTON) Sdn Bhd, Shah Alam*

- Focal partner with senior management, manpower planning, HR policies and processes, employee relations, learning and development
- Collaborated with senior management to align HR initiatives with organizational goals.
- Managed full cycle of recruiting, hiring, and onboarding new employees.
- Identified HR training needs and conducted training for employees and leadership while recommending approaches to effect continual improvements in business objectives, productivity, and within company to reach business goals.
- Increased overall workforce productivity by identifying skill gaps within teams and providing targeted coaching or training solutions accordingly.
- Improved employee performance through the implementation of tailored training and development programs.
- Maintained current knowledge of industry regulations and legislation to amend policies and promote compliance.
- Instructed senior leaders on appropriate employee corrective steps.
- Liaised between multiple business divisions to improve communications.
- Identified and implemented appropriate strategies to increase employee satisfaction and retention.

2014-04 -  
2017-07

## **HR Generalist - Middle East Operation**

*SLB, Bandar Utama, Petaling Jaya*

- HR processes, employee relations, recruitment, performance management, compensation, payroll and benefits administration
- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes, and talent management.

- Conducted thorough job analyses to create accurate job descriptions for various roles within the organization.
- Improved employee retention by implementing effective onboarding and training programs.
- Facilitated change management initiatives, effectively communicating expectations to employees during transitions.
- Managed benefits administration, ensuring accurate enrollment and timely processing of claims.
- Streamlined HR processes for increased efficiency and reduced administrative workload.
- Served as a trusted advisor to employees at all levels of the organization regarding career development, workplace policies, and conflict resolution.
- Liaised between management and employees to deliver conflict resolution, alleviate problems, and interpret compensation and benefits policies.

2012-05 -  
2014-04

### **Compliance Sr. Executive - SAR**

*PayPal Malaysia Services Sdn. Bhd, Bandar Utama, Petaling Jaya*

- Compliance executive, senior compliance executive, SAR and SMR for AML/CFT
- Enhanced customer satisfaction by resolving complex issues and providing timely solutions.
- Resolved customer service issues using company processes and policies and provided updates to customers.
- Promoted to team lead of customer service for displaying outstanding enthusiasm and remaining calm in extremely trying situations.
- Trained, oversaw, and mentored new team members to strengthen performance and job expertise.

2011-04 -  
2012-04

### **HR Rewards Service - Novated Lease Department**

*REMSERV; Salary Packaging Company, Brisbane QLD*

- Managing client accounts, novated lease adjustments, communication with customers and employers

## **Education**

2010-10

### **MBA: Business Management**

*Central Queensland University - Melbourne, Australia*

2008-05

### **Bachelor of Science: Information Technology**

*Multimedia University - Cyberjaya, Selangor, Malaysia*

## **Availability**

3-month notice

## **References**

Available upon request