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DOB: 14th Dec 1976

## AZRUL AZRIN ABDUL AZIZ

### Human Resources Professional

Over 20 years' experience conceiving and establishing competitive compensation & benefit frameworks as well as review systems for workforces across the APAC region. Well versed in many aspects of Human Resources such as recruitment, training & development as well as emolument & reward systems. Recognized as practical and resourceful problem solver with good knowledge of the TowersWatson & KornFerry methodologies. Strengths include:

System Enhancements  
Salary & Benefits Review  
Policy Formulation  
Reward Analysis

Job Evaluation  
Salary Benchmarking  
Continuous Improvement  
Managing Audits

Workforce Planning  
Payroll Management  
Budgeting  
Ethics & Compliance

### CAREER HIGHLIGHTS

- Experience in full project lifecycle in Oil & Gas from FEED, FID, EPCIC to project execution.
- Played a key role in introducing new reward system and processes in enhancing the annual salary reviews process of more than 2,000 employees across the Asia Pacific.
- Establishing a standardized staff purchase policy for all countries across the APAC region in preventing abuse of staff purchases.

### WORKING EXPERIENCE

#### Ranhill Group

• March 2024 - present

#### Head of Reward & Performance

- Manage salary grading and structure, ensuring it remains competitive via benchmarking and Compensation analysis.
- Manage annual bonus, promotion, and increment processes.
- Review, develop and enhance processes and policies related to compensation & benefits.
- Manage the Group's Benefits costs.
- Manage payroll, Director's remuneration & other incentives
- Oversee Performance Management systems

**Career Break**  
**Personal Reasons**

● Sept 22 - Feb 2024

**AXA Affin General Insurance**  
**Compensation & Benefits Manager**

● May - August 2022

- Designing, implementing and administering the organization's compensation plans and benefits programs to ensure employees' pay and benefits remain competitive and able to attract and retain talents.
- Support the Human Resource leadership team to identify business challenges and use data analysis to help propose and influence continuous improvement/changes to the operations, process and programs.
- Execute job evaluation, design and recommend effective job grades and competitive pay range.
- Communicates findings to senior management via formal presentations, standard management reporting on periodic/quarterly/annual basis.

**MDC Oil & Gas SK320 Ltd (Mubadala Petroleum)**  
**Specialist, Compensation & Benefits**

● Oct 2016 – May 2022

- Lead and integrate all Compensation & Benefits program, solutions, and services aligned with the broader Mubadala Petroleum Compensation & Benefits Strategies, policies, and processes, and also comply with local Government Regulations.
- Responsible to provide strategic Compensation & Benefits advice and continuously identify opportunities to deliver Compensation & Benefits best practice by making relevant recommendation to meet the objectives and needs of organisation as well as ensure alignment with global Compensation & Benefits philosophy.
- Lead and ensure that the HR Policies and Procedures, and HR Information System are available and updated to provide consistent and effective support to the business.
- Country Ethics & Compliance representative.

**Experian Malaysia**  
**Senior Reward Analyst, APAC**

● Dec 2015 – June 2016

- Performed reviews on annual salary, internal pay ranges as well as bonus processes while conducting reward analysis and reporting.
- Carried out job evaluation and salary benchmarking in ensuring market competitiveness.
- Collaborated with the Head of Reward in reviewing regional benefits and bonus plans, rolling out new reward systems as well as communicating total reward elements.
- Ensured accurate submission of salary surveys for all APAC countries including survey result analysis and potential impact.
- Rendered expert insights to the Country HR teams on promotions and transfers.
- Worked closely with Country HR teams in ensure reward data integrity.
- Ensured proper integration and alignment of reward frameworks for acquired businesses.
- Constantly monitored and identified areas for improvement.

**RS Components (M) Sdn Bhd**

● Jan 2011 – Nov 2015

**Reward Advisor, APAC**

- Oversaw salary, bonuses and reward policies review for all business units across APAC.
- Led job evaluation and salary benchmarking in line with market trends.
- Provided comprehensive training to the HR team in the areas of job evaluation, salary benchmarking methodologies as well as systems.
- Carried out external data analysis and evaluation in setting the internal salary scheme.
- Spearheaded the salary survey for all countries across APAC, EMEA and UK.
- Coordinated the Global Mobility initiative for APAC as well as global reward projects.

**AVON Cosmetics (M) Sdn Bhd**

● Apr 2010 – Dec 2010

**Cluster HR Manager (Malaysia, Thailand & Vietnam)**

- Oversaw the review and recommendations of annuals salary and bonuses.
- Managed the consolidation of salary & benefit survey data for Malaysia, Thailand and Vietnam.
- Led the alignment of salary and benefits in line with Regional Office standards.
- Recommended salary scales in line with market conditions as well as set budget.
- Constantly kept abreast with the latest legislation while determining the impact on compensation and benefits.
- Monitored and ensured on time processing of monthly payroll.
- Acted as the single point of contact for all HR functions while implementing various HR initiatives.
- Oversaw the PeopleSoft information systems, data management as well as projects for Malaysia, Thailand & Vietnam.
- Assisted in managing Industrial Relation cases for company.

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**EARLY CAREER HISTORY**

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**HR Business Partner / Compensation & Benefits Manager, DHL Express Sdn Bhd**

● 2008 – 2010

- Rendered comprehensive advice and guidance on all HR functions covering talent recruitment, industrial relations as well as HR projects.
- Organized various Employee Relations & Communications road shows as well as presentations.
- Reviewed and recommended the annual salary, bonuses as well as incentive plans while providing salary recommendations in line with market conditions.
- Oversaw the salary administration while ensuring on time processing of the monthly payroll.
- Managed the Flexi Benefits system as well as ensuring the salary & benefit review process are in line with Regional Office standards.

**Associate Manager, HR, British American Tobacco GSD (Kuala Lumpur) Sdn Bhd**

● 2006 – 2008

- Spearheaded annual salary and benefit reviews while ensuring competitive remuneration package.
- Performed compensation and benefits administration functions including medical reimbursement against set limits, group insurance as well as social security.
- Worked closely with functional managers in carrying out end to end recruitment processes including the identification of manpower requirements, talent sourcing and interviews as well as selection and confirmation.
- Periodically carried out development needs assessments while implementing training courses.
- Coordinated annual performance reviews while ensuring systematic maintenance of performance management documentation and records.

**HR Analyst, Accenture Sdn Bhd**

● 2004 – 2006

- Led various HR functions including training, benefits & policy as well as resource planning while providing HR advice for the operating groups.
- Performed benefits reviews and surveys while administered medical, hospitalization, insurance as well as other benefits.
- Maintained and updated the benefits data into web-based portals.

**HR Executive, Rangkaian Segar Sdn Bhd (Touch n Go)**

● 2002 – 2004

- Carried out a myriad of HR functions encompassing administering compensation & benefits, industrial relations as well as payroll.
- Performed talent recruitment and selection as well as rolling out training & development programs.
- Ensured up to date records on payroll, EPF, SOCSO, Income Tax and payment instructions to the respective statutory bodies.

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**EDUCATION & PROFESSIONAL DEVELOPMENT**

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**Bachelor of Business Administration majoring in HR Management, Universiti Putra Malaysia (2001)**

**Diploma in Business Studies, Universiti Teknologi MARA (1997)**

Certified Total Rewards Professional (2018)

Hay Job Evaluation Workshop (2016)

Mercer Flexi benefits management (2009)

Competency Based Interview techniques (2006)

Assessment Centre hiring process & skills (2006)

Payroll management (2013)

Payroll statutory documents (2004)

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**LANGUAGES & IT**

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Excellent English | Excellent Malay

Microsoft Office Suite | Oracle | SAP HR | PeopleSoft