



## PROFESSIONAL PROFILE

I am an accomplished HR Professional with over 8 years of industry experience in the energy sector. My expertise spans across various HR disciplines, including reward strategies, compensation and benefits, insurance vendor management, employee lifecycle management, payroll, process design and improvement, project management, cost analysis, strategic HR, and the establishment of shared services. I am committed to driving HR excellence through innovative solutions and strategic initiatives that aligns with organisational goals.

## EMPLOYMENT HISTORY

**Baker Hughes**  
Jul 2024 – Currently

### Senior Regional Reward Manager – APAC + India

#### Key Responsibilities:

##### Reward Consultation & Solutions

- Provide rewards consultation and solutions to key stakeholders such as HRBPs and Business Leaders.
- Recommend reward strategies that is tailored to the business goals and needs.

##### Compensation

- Conduct in-depth market analysis to develop and review job pricing and salary structures.
- Provide recommendations on the annual merit cycle country budget based on company affordability and current market trends.
- Review annual bonus payouts recommendations by People Leader.

##### Benefits

- Lead annual insurance renewals and benefits benchmarking with benefit broker.
- Recommend insured plan design based on market prevalence, company affordability while adhering to the company's core benefits philosophy.

##### Benefits Digital Platform Implementation

- Lead the implementation of the employee benefits platform for Singapore, Indonesia, India, and Australia to further improve employee experience.
- Conduct process redesign, automation, simplification of benefits and create site content.

##### Policy & Governance

- Develop, implement, and review compensation and benefit policies.
- Review and develop key processes to ensure seamless execution.

##### Mergers and Acquisitions

- Recommend, develop, and implement harmonised benefit solutions.

##### Survey Participation

- Participate and submit compensation and benefits surveys to multiple data providers i.e. WTW, Mercer, Korn Ferry, AON, Birches Group and REMSMART.

**Baker Hughes**  
Aug 2022 – Jun 2024

### **APAC Enterprise Reward Consultant**

#### **Key Responsibilities:**

- Specialisation – led reward activities for Australia, India, Indonesia, Japan, New Zealand, Papua New Guinea, Singapore, South Korea & Taiwan.
- Consultation and solutions – provide rewards consultation and solutions to the Business Leaders, HRBPs along with other HR Functions.
- Salary survey participation – prepare and submit data files and benefit questionnaires.
- Market data analysis – conduct thorough market analysis to develop and review job pricing and salary structures leveraging from multiple data sources such as Mercer, Korn Ferry and WTW.
- Annual merit exercise – recommended country budget for the annual merit exercise based on market data and practices.
- Annual bonus planning – collaborated with the Global Total Rewards team to recommend insights on local specific issues while providing expert advice in developing local bonus plans.
- Annual salary benchmarking – conduct annual salary benchmarking to retain competitiveness in the market.
- Insurance Benefits – led annual renewals of benefit programs with Insurance Brokers.
- Governance – ensured governance in Compensation and Benefit policies by drafting and finalizing policies for publication.
- Benefits harmonisation – reviewed and harmonised the benefits through divestiture and post-merger activities.
- Employee benefits digital platform – led and implement employee benefits digital platform.

**Baker Hughes**  
Apr 2020 – Jul 2022

### **HR Operations & Global Records Manager**

#### **Key Responsibilities:**

- Led a team of 18 direct reports.
- Provided operational expertise to employees, managers, HRBPs and other stakeholders on HR processes.
- Monitored and maintained team's Service Level Agreements, performance, KPIs while ensuring customer satisfaction goals are met.
- Monitored and coached continuous improvement initiatives, with digital tools/automation to drive efficiency.
- Handled communications with direct reports and the stakeholders on complex problems.
- Regularly evaluated & drove actions toward employee engagement, leadership development, operational efficiency, and talent strategy.
- Shaped accountability for team development, performance coaching, engagement, and empowerment to direct reports.

**Baker Hughes**  
Nov 2019 – Mar 2020

### **HR People Operations Specialist – APAC, MENATI & NAM**

#### **Key Responsibilities:**

- Pioneered the establishment of the HR Global Delivery Centre.

	<ul style="list-style-type: none"> <li>Created SOPs, Work Instructions and Process Maps along with other reference guides for future new hires.</li> <li>Identified and participated in continuous improvement projects.</li> <li>Involved in the lift and shift of employee lifecycle activities from the respective regions to the HR Global Delivery Centre.</li> <li>Administered and demonstrated understanding and mastery in employee lifecycle processes, policies, and HR tools such as Workday and SAP</li> <li>Acted as the focal point for Workday related matters.</li> </ul>
<b>Schlumberger (SLB)</b> Feb 2017 – Oct 2019	<b>Senior HR Transactions and Payroll Specialist</b> Key Responsibilities: <ul style="list-style-type: none"> <li>Specialized in employee lifecycle activities in France, Sub Sahara Africa Countries, North Africa countries and Expats.</li> <li>Mentored, coached, and supervised closely with interns and new joiners.</li> <li>Participated in Career Fairs to recruit new potential hires.</li> <li>Advise employees on complex payslip related queries.</li> <li>Identified as an SAP Expert User.</li> </ul>
<b>Schlumberger (SLB)</b> Mar 2016 – Jan 2017	<b>HR Transactions and Payroll Specialist</b> Key Responsibilities: <ul style="list-style-type: none"> <li>Specialized in employee lifecycle activities from a ticketing tool to HR Master Data tool – SAP.</li> <li>Performed monthly payroll activities in various payroll systems such as SAP and ADP.</li> <li>Participated in payroll migration projects.</li> <li>Advised employees on eligibilities, entitlements and allowances that complies with Schlumberger HR standards and policies.</li> </ul>

## EDUCATION

<b>Bachelor of Economics</b> (2015)	<b>The University of Adelaide</b> Achievements: <ul style="list-style-type: none"> <li><b>The Ray Lewis Memorial Prize</b></li> </ul>
<b>Diploma in Investment Analysis</b> (2012)	<b>Universiti Teknologi Mara (UiTM), Malaysia</b> Achievements: <ul style="list-style-type: none"> <li><b>Vice Chancellor's Award</b></li> <li><b>Dean's List every semester</b></li> </ul>

## CERTIFICATIONS

<b>ASEAN Total Rewards Institute</b>	<b>Certified Total Rewards Professional (CTRP)</b> July 2024
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## KEY SKILLS

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### Competency Skills

- Microsoft Office i.e., Excel, Word, and PowerPoint
- HR Tools – Workday, SAP and etc.
- Stakeholder Management
- Salary Benchmarking
- Harmonization of Benefits
- Compensation & Benefits
- Job Evaluation


### Professional Skills

- Interpersonal and communication
- Organizational, multitasking and time management
- Systematic
- Leadership/Team Player
- Adaptable/Fast Learner
- People Management


### Language Skills

- English
- Malay


## REFEREES

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Upon request