

RAZI IMRAN BIN MD RASHID

Digitalisation Driven HR Practitioner



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PERSONAL SUMMARY

"Razi is a Digitalisation driven HR Practitioner with more than 15 years' experience in various spectrum of HR Practice and Project Management."

STRENGTHS

- Person of Integrity and Trust
- Experienced in liaising with stakeholders.
- Positive vibes provider for culture builder.
- Well versed in HRMS, ICC tools, & PDCA
- Well versed with ISO standards
- Simply adapt to new environment
- Good communication skill.

EDUCATION

University Malaya,
Kuala Lumpur.

(Graduated 2008)

(Bachelor of Science)

BSc. (Hons) Science - Sc. & Tech.

Policy and Management, Minor
in Biology (Environmental
Mgmt.).



Mara Junior Science College
(MRSM)

Kuala Berang.

(1999)

Sijil Pelajaran Malaysia (SPM)

Grade 1



This includes Policy, Procedure & Standard Practice, Manpower Planning, Recruitment, Compensation & Benefits, Human Resource Management System (HRMS), Performance Management, Training & Development, Retention, Industrial Relations and Employee Relations.

Razi is a team leader as much as a team player, organised and multi-tasker with a proven track record of overseeing day-to-day people operations, planning, and organising team efforts, as well as effectively managing staff and stakeholders.

ACHIEVEMENT

- ❖ **Pioneering HR in Malaysia Rail Link (MRL) Sdn Bhd**, a company fully owned by Ministry of Finance Incorporated (MoF Inc). Managed the establishment of HR functions in MRL based on the scheme of service approved by the Board of Directors (BoD) of the company. (May 2017 – 2018)
- ❖ **HR Policy & Procedure Revision & Enhancement**: FIMM (2022) & Icon Offshore (2024)
Led the revision and enhancement of the HR Policy & Procedures to ensure alignment with the latest amendment of the Employment Act and the Company's business strategies. (2022 & 2024)
- ❖ **HRMS Implementation**: DRB-HICOM Group (2013) & MRL (2019)
 - **DRB-HICOM**: Human Resource Management System (HRMS) was officially launched on April 1st, 2013. This HR system was planned to be implemented throughout the DRB-HICOM Group of companies. The successful phase 1 of implementation includes the DRB-HICOM corporate office and some of its subsidiaries (KLAS, DHAS, & HUCSB). (2013)
 - **MRL**: The fully developed HRMS was officially launched on December 3rd, 2019. This system enables the MRL's employees to use all the Employee Self Service (ESS) functions online regardless of location (Kelantan/ Terengganu/ Pahang/ Selangor/ HQ-KL/ Overseas). It also enables the management to manage the manpower across the state efficiently.

EMPLOYMENT HISTORY

- ❖ **Icon Offshore Berhad**
Performance, Reward and Operations
[Oct 2023 – Present]

ICON OFFSHORE

Job Profile:

Performance, Reward & Operations (Oct 2024 – Present)

- Heading Performance, Reward and Operations for Icon Offshore Bhd
- Spearhead the HR Policy & Procedure (P&P) enhancement.
- Established HRMS implementation framework.
- Provide support and consultancy on general HR practise.

RELEVANT COURSE TAKEN

- Anti-Bribery and Corruption - S.17A Corporate Liability Perspective (2021)
- ISO IMS (ISO 9001, ISO 14001, ISO 45001) Internal Auditor & Refresher Training (2020 & 2018)
- Act 265, Employment Act 1955 (2020 & 2013)
- Certified Training Needs Assessor (CTNA) (2019)
- ISO IMS (ISO 9001:2015, ISO 14001:2015 & ISO 18001:2015) Awareness Training (2017)
- Innovative and Creative Circle (ICC) training (2011 & 2010)

LANGUAGE

Good proficient in:

- Bahasa Melayu (native)
- English (professional)

- ❖ **Malaysian Research Accelerator for Technology & Innovation (MRANTI) - Project Transformers**
[Mar 2023 – Oct 2023] - project basis



Job Profile:

- Provide consultancy services for the HR Digitalisation for MRANTI under Technology Division.
- Project Manager for the HR Digitalisation initiative and the enhancement of Finance & Procurement system in MRANTI.

- ❖ **Federation of Investment Managers Malaysia (FIMM)**
Senior Manager, Human Resources and Administration
[Mar 2022 – Feb 2023]



Job Profile:

- Head of Human Resource and Administration Department.
- HR Governance: HR Policy & Procedure revision and enhancement.
- Compensation & Benefits: Employee benefits mgmt., HR Operation etc.
- Lead the remuneration benchmarking and strategy in FIMM.
- Training & Development: Managing the company end to end learning & development function. Including Training Needs Analysis, Budget etc.
- Industrial Relation Matters: Effective management of IR matters.

- ❖ **Kumpulan Medic Iman (KMI) Sdn Bhd**
Head, Human Resources and Admin
[Dec 2020 – Mar 2022]



Job Profile:

- Responsible to uphold the HR function in KMI Groups including all the Hospitals (KJMC, KMC, TDMC, KTS and TSH).
- HR policy & procedure enhancement, governance and compliance.
- Talent acquisition, manpower planning and recruitment for KMI group.
- Spearheaded the Training & Development functions in KMI Group.
- Establishment of Disciplinary Committee for KMI Group of Company.
- Responsible as an Integrity Officer for KMI Group of Companies.

- ❖ **Malaysia Rail Link Sdn Bhd (MRL)**
Manager, Human Resources
[May 2017 – Dec 2020]



Job Profile:

- Pioneering HR setup for a newly established HR function during the early establishment of MRL in 2017.
- Acting Head of Human Resource Division (Sep 2018 onwards).
- Project manager for HRMS Implementation. (Orisoft).
- Working Committee for Program Latihan Kemahiran Industri: PLKI-ECRL (in collaboration with CCCC, UMP& MoHE).
- Internal Auditor for the IMS QAQC Department - IMS ISO Certification.
- Steering Committee for Anti Bribery Management System (ABMS) and Business Continuity Management System (BCMS).
- Safety & Health Committee and Environmental Committee.

- ❖ **Malaysian Global Innovation & Creativity Centre (MaGIC) Berhad**
Human Resources, Corporate Services
[Dec 2016 – May 2017]



SOFTWARE LITERACY

- Outstanding on HR software especially the HR Avenue & Orisoft. Limited exposure with SAP and Talent Cloud.
- Excellent in Microsoft Office [Microsoft Words, Microsoft Power Point, Microsoft Excel etc], Google Chrome and Mozilla Firefox.

PREFERENCES

- Availability: 3-month notice (negotiable)
- Willing to travel: Yes.

REFERENCES

- Will be provided upon request -

Job Profile:

- As a catalyst to the implementation of the new performance management system in MaGIC: Establishment of Competency Standard and Consequences Management framework.
- Periodically revision and enhancement of the HR Policy & Procedures.
- MaGIC 2.0 Organization Restructuring exercise.

- ❖ **VADS Berhad** (Human Capital Business Development)- Subsidiary of TM Bhd
Assistant Manager, Human Capital
[Oct 2015 – Oct 2016]



Job Profile:

- Provide support to different department on HR needs. (HR Operation)
- The single contributor to uphold the performance, reward, and consequences management function in VADS.
- Provided claim analytic report for a better cost analysis and as part of claim's fraud eradication initiative. 4 quarterly reports produced from Q3 2015 ~ Q2 2016.

- ❖ **Malaysian Global Innovation & Creativity Centre (MaGIC) Berhad**
Senior Executive HR (Corporate Services)
[Apr 2015 – Sep 2015]



Job Profile:

- Managed the newly established HR function in MaGIC,
- Spearheaded the HR function in accordance with the approved scheme of benefits.
- Managed the rapid and fast-paced talent acquisitions in supporting the fast-growing MaGIC as a start-up in 2015.
- Accommodated any ad-hoc assignments / projects, other duties assigned by the Vice President of Corporate Services.

- ❖ **DRB-HICOM BHD.**
Executive cum Project Manager
(Group Human Capital Division)



[Nov 2012 – Apr 2015]

Job Profile:

- Project Manager for Human Resource Management System (HRMS) implementation (HR Avenue).
- Central Working Committee (CWC) for the Group DRB-HICOM's Goods & Service Tax (GST) Implementation.
- New PMS appraisal implementation team for DRB-HICOM Group
- Panel interviewer for the Auxiliary Police Recruitment session FY2014

- ❖ **MRCB TECHNOLOGIES SDN BHD** - (A subsidiary of MRCB Group Companies)
Executive Technical



[Dec 2007- Nov 2012]

Job Profile:

- Provided 24 by 7 technical after sales support to MRCB Technologies' customers in KL Sentral, primarily outside the official working hours.
- Managed the Customer Relationship Management (CRM) team (shift's scheduling, leave, off day, etc.).
- Provided project management, coordination, and facilitation services to the respective authorities, building management, and contractors during implementation.