

RESUME



PERSONAL PARTICULARS

Name : Syarifah Syaniza Binti Syed Khairuldin
Gender : Female
Age : 38 years old
IC No. : 810531-10-5376

Date of Birth : 31 May 1981
Marital Status : Married
Health : Excellent

ADDRESS

Address : No.11 Jalan Datuk Sulaiman 2, Taman Tun Dr. Ismail, 60000 Kuala Lumpur
Tel (Mobile) : 6016-3407233
E-mail : syasya31@gmail.com

EMPLOYMENT HISTORY (CURRENT EMPLOYMENT)

Employer : **MASS RAPID TRANSIT CORPORATION SDN BHD**
(fully owned by the Minister of Finance Incorporated)
Job Title : Head of Employee Performance & Organisation Design (Senior Manager)
Strategic Human Resource Division
Duration of Service : 8/12/2015 – present

Job Descriptions:

Performance Management

- Lead and coordinate the performance management process in accordance with policy & procedure for effective implementation of the performance management system
- Engage and advice internal stakeholders on the relevant policies, procedures and processes specific to performance management in order to ensure adherence and conformity to established and approved policies as well as its practices
- Establish and build strong relationship with internal / external stakeholders towards developing joint strategies, establishing and maintaining effective working protocols and sharing information to enhance operational excellence
- Formulate and facilitate the communication necessary to foster appropriate performance improvement programme (PIP) in order to drive a high-performance culture in the organisation
- Develop performance management policies, guidelines and manual to ensure relevancy and kept current
- Analyse issues, feedback and conduct continuous process improvement to ensure alignment with best practices

Organisation Design

- Establish the annual manpower planning for the organisation based on the project and job requirements to ensure the workforce projection is align and relevant to MRT objectives as well as its strategies
- Collaborate with stakeholders and advise senior management on organisational design and workforce requirements to drive MRT objectives as well as its strategies
- Lead in the engagement with management and line departments in relation to restructuring and reorganisation exercise and creation of new department and entities to address needs, build support and uphold and achieve MRT objectives as well as its strategies
- Review and assess organisational structure and manning levels to ensure optimal distribution and utilisation of human resource across the organisation

- Lead the development and review of SHR initiatives on workforce audit, job profiling, job evaluation, organisational and job design to provide the optimum resourcing and effective human resource management
- Conduct studies to benchmark with relevant organisations, local and international, review existing structures and recommend changes to drive operational effectiveness as well as continuous improvement
- Contribute to the development of SHR policies and procedures for continuous improvement, change initiatives and development for both organisation and employees

(PREVIOUS EMPLOYMENT)

Employer : **SECURITIES COMMISSION MALAYSIA – 3 years 2 months**
 Job Title : Manager, Human Capital Management Department
 Specialization : 1. Organisation Design and Development
 2. Resourcing
 Duration of Service : 1/9/2012 – 30/11/2015

Job Descriptions:

Organization Design and Development

- Maintain strong work relations and establish regular engagements with relevant stakeholders to address needs, build support and achieve organisational objectives
- Plan, organise and ensure smooth implementation on job evaluation exercise in the SC
- Conduct job profile quality review and control to ensure internal relativity of jobs (inter and intra job levels)
- Compile, update and maintain the database for reference and analysis (HR scorecard and dashboard)
- Manage all the resource needs analysis related matters to ensure optimal distribution and effective manpower management in the SC
- Source for, evaluate and recommend assessment methods and tools to ensure reliability and validity of assessment findings
- Participate in organisation-wide HR initiatives (including recruitment, disciplinary matters and other related projects), applying judgement and related skills, to support SC high performance culture

Resourcing

- Conduct shortlisting based on jobs requirements & liaising with hiring managers on selection of candidates for interview
- Plan and organise interview sessions and follow up / follow through on outcome of interviews
- Participate in any recruitment drive / milk rounds to attract talents to SC
- Manage and handle any resourcing related matters

Employer : **AMANAH RAYA BERHAD – 5 years 1 month**
 Job Title : 1. Assistant Manager (Unit Head) – Training & Development Unit, Group HR
 (1/1/2011-27/7/2012)
 2. Senior Executive – Training & Development Unit, Group HR
 (1/8/2007 – 31/12/2011)
 Specialization : Training & Development, Group Human Resources Department

Job Descriptions:

Lead the Training and Development Unit and was responsible to the followings:

- Plan, publish and update the annual training calendar
- Propose and monitor the annual training budget for the organization
- Organize and coordinate training for in-house and external training programs based on yearly training calendar
- Monitor standard of delivery by collecting, compiling and analysing participant feedback / evaluation (pre and post)
- Ensure all training logistics and venue arrangement, training materials and participant amenities meet with the required standards.
- Source and evaluate training vendors/ learning institutions for training programs
- Maintain and update Induction materials for new recruits in Induction Program
- Ensure the documentation of training records are properly updated

Employer : **PARKSON CORPORATION SDN BHD (KLCC) – 1 year 5 months**
Job Title : Personnel Officer, HR Department
Specialization : HR Services & Operations (Store Level)
Duration of Service : 1 /3/2006 – 31/7/ 2007

Job Descriptions:

- Lead the recruitment and selection activities for Parkson KLCC
- Organise and conduct Induction Program as well as customer service training i.e. *Customer Service & Serve with Passion* Program for employees at the store level
- Manage all HR services matter such as confirmation of employment, probation period, promotion as well as performance management for employees at Parkson KLCC
- Monitor and manage the employee and industrial relation matters
- Manage the payroll / overtime payment for the employees
- Oversee and support the store operation

Employer : **MINISTRY OF HEALTH MALAYSIA – 1 year 9 months**
Job Title : Admin Officer (Contract)
Specialization : HR services and administration
Date Joined : 1/6/2004 – 28/2/ 2006

Job Descriptions:

- Responsible for HR services related matters including the processing of confirmation of appointment, confirmation of permanent employment, retirement / pension and transfer of employees (for Common User & Support level employees at the Ministry)
- Manage the finance and administration matters for Human Resources Department such as processing of staff claims and overtime, external training application from employee, payment to vendors, recommendation and nomination for Malaysian Service Medal (*Darjah Kebesaran, Bintang & Pingat*) as well as coordinating answers for Parliamentary questions.
- Assist in any ad-hoc assignments when required and assume any other duties as well as responsibilities assigned by the Management

EDUCATION AND PROFESSIONAL CERTIFICATION

2018 : Certificate of Human Capital Strategist,
Human Capital Institute (HCI), USA

2008 -2010 : Master of Business Administration (MBA)
University of Ballarat, Australia

1999 – 2003 : BBA (Hons) Finance with CGPA of 3.05 / 4.00
Universiti Teknologi Mara (Shah Alam Main Campus)

RELATED PROGRAMMES ATTENDED:

- Job Analysis, Job Evaluation Foundation & Advance Job Evaluation – Korn Ferry Hay Group
- Workforce Metrics & Analytics – Mercer
- Building Your Workforce for the Future - Mercer
- Design Thinking for HR Innovation – Global People Strategies
- Influencer Training, New Idea of Leading Change – Leadership Resources
- Coaching for Performance Excellence – THC Consulting
- DISC Planning Workshop – Comfori

Proficient in Microsoft Office includes Excel, Word and PowerPoint

LANGUAGE (S): English and Malay (Fluent in written & spoken)

EXPECTED SALARY: RM 16,000.00 (Negotiable)

REFEREES

1. Name: Encik Abdul Mutallif Abdul Manaf
Email: mutallif.manaf@mymrt.com.my
Company: Mass Rapid Transit Corporation Sdn Bhd
Position: Director, Strategic Human Resource Division
2. Name: Encik Zainudin Ismail
Email: zi6768@gmail.com
Company: MyHSR Corporation Sdn Bhd
Position: Director, Strategic Human Resource Division
3. Name: Puan Lailatul Mastura Abdul Rahim
Email: mastura@seccom.com.my
Company: Securities Commission Malaysia
Position: Senior Manager, Organisation Design & Development
People & Organisation Development Department