



PERSONAL DETAILS

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OVERVIEW

Experienced in various areas of Human Resource Management, specifically in Performance Management, Rewards & Compensation, Generalist, Business Partnering, Strategic Planning, HR Projects, HRIS, Talent Acquisition, Employee Relations & Engagement, with a demonstrated history of working in both local & MNC companies. Exposed to merger & acquisition and a new set-up environment. Structurally, reporting to Country HR Head, with experienced of matrix line to the Regional Head.

WORKING EXPERIENCE & EXPOSURE

• Liberty Insurance Berhad – (Oct 2017 – Present) Human Resource Manager

Job Summary

Leading HR department, covering the full spectrum of HR portfolios with the exclusion of talent management and development. Highly involved in strategic management and project management. Managing a team of 5 and reporting directly to the Head of Talent and Organizational Capabilities.

Key Responsibilities

- Exemplifying as business partner to the business stakeholder in supporting business strategy and achieving the Company's goals
- Managing the full spectrum of HR activities – life cycle management of employees, benefits, system, operational processes.
- Managing rewards and compensation plan in ensuring competitiveness in attracting and retaining employees.
- Driving the performance-based culture through structured performance management channel.
- Driving HR strategic management, project management and culture change management to improve effectiveness and efficiency.
- Managing budget and employee's related expense to keep business sustainability.

➤ Handling employee relations matters. ➤ Overseeing payroll processing and other related payment process.

• Zurich Insurance Malaysia Berhad – (Jan 2015 – Nov 2016)
Manager, PM & Compensation

Job Summary

The CoE in areas pertaining to Compensation, Rewards and Performance Management. Managing the full spectrum of the process, being consulted for related governance and policies, and at times advise on related issues. At the same time highly involved and exposed to Project Management, Culture & Change Management, Organizational Design and HRIS. Exposed to merger & acquisition, and new set-up of shared services environment. Reporting directly to the Country CHRO, with matrix reporting to the Regional Head of Performance Management & Compensation.

Key Responsibilities

➤ Embracing the performance-based culture in managing compensation and rewards structure for the organization

➤ Managing full spectrum of annual review cycle on compensation and rewards from planning to preparing proposal for board approval

➤ Managing full spectrum of performance management cycle process and system

➤ Working closely with Talent Management team on performance plan for talent pool and succession planning, and also with IR and HRBP on performance improvement and coaching plan

➤ Conduct job evaluation and salary benchmarking review to ensure market competitiveness

➤ Proposing salary and compensation package for new joiners, off-cycle promotions and salary adjustment

➤ Handling salary benchmarking survey with appointed consultant

➤ Involve in organizational review and structure changes based on business needs

➤ Involvement in strategic planning in supporting business strategy

➤ Managing rewards and benefits review, including negotiation with Union

➤ Reviewing and drafting HR policies & procedures

➤ Overseeing HRIS (SAP & Kaizen system) for Employee Personal Data, Organizational Management, Performance Management and Compensation management system

➤ Leading and involved in HR project at local, region and group level, including integration, culture and change management projects

• Zurich Insurance Malaysia Berhad – (Jan 2013 – Dec 2014)
Assistant Manager, PM & Compensation

The CoE in areas pertaining to Compensation and Benefits, HRIS, Project Management, Policies & Procedures and Organizational Management.

• Zurich Insurance Malaysia Berhad – (Jun 2011 – Dec 2012)
Senior Executive, Human Resource

The Generalist, covering areas pertaining to Talent Acquisition and Operations.

• **PUSPAKOM Sdn.Bhd. – (Sept 2007 – May 2011)**

Head of Manpower Management & Support

Job Summary

The Business Partner for Operations Division to support 72 branches on matters pertaining to Manpower Management and Planning, Recruitment, Staff Movement, Performance Management, Project Management and Industrial Relations.

Key Responsibilities

- Manpower management, planning and forecasting of budget.
- Recruitment process.
- Involved in Industrial Relations matters (discipline, grievances, non-compliance, DI).
- Supporting Performance Management process, i.e calibration, managing issues on performance, performance improvement program.
- Managing full cycle of processing contract management (extension, conversion and termination of contract, transfer, promotion).
- Drafting job description, organization charts, procedures, policy.
- Involved in project management for new and business expansion, new regulations or guidelines, new branches set-up, IT system improvement.
- Lead, plan, promote and coordinate employee's engagement activities and programs to enhance the employer-employee relationship, including lead a dialogue session with group of employees.

• **Standard Chartered Bank Malaysia Berhad – (April – Sept 2007)**

Secured-Legal Collections Officer

• **Majlis Perbandaran Johor Bahru Tengah – (Jul 2006 - Jan 2007)**

Legal Prosecuting Officer

MAJOR ACHIEVEMENTS

(2008) : Introduction of Individual JD, Organizational Revamp, **(2009 & 2010)** : Set-up project for 10 branches, Regional Conference, **(2011 & 2012)** : Integration, Self-Service System, Introduction of Buddy Referral Program & Core Values Award, Salary Benchmarking, **(2013)** : Migration of SAP System, Short Term Incentive Plan, Performance Management System, Compensation Policy, Long Service Award Review **(2014)** : Recruitment Management System, Workforce Reshaping, Clerical Union Negotiation, GHS Review **(2015)** : Global Job Model Phase I on Role Evaluation, Compensation Management System, GST Implementation, Executive Union Negotiation, Due Diligence for M&A of Takaful Business, **(2016)** : Sales Incentives Plan Review, Education Incentives Review, Global Job Model Phase II on Career Level Structure and Job Mapping, Integration Project for Takaful Acquisition – Governance Matrix Standardization, Benefits Harmonization, System Migration, Rewards Structure Proposal, Organizational Design based on Target Operating Model, Job Evaluation, Performance Management Roll-Out, **(2017)** : Process improvement review – Onboarding, System enhancement – Time Management Module, Policy and Administration Guideline Review, **(2018)** : Flexible Working Hours, Develop Performance Improvement Plan, Promotion Assessment Center, Sales Performance Structure,

System Improvement – Single Sign On, Strategic Deployment of Cultural Transformation,
Workforce Rationalization

KNOWLEDGE & SKILLS

- Project Management, Problem Solving, Data Management, People Management, IT Literacy – system (SAP, KAIZEN), Computer Savvy (Microsoft Office, Internet Explorer, Adobe)

APTITUDE

- Independent, Fast Learner, Team Player, Meticulous, Determined

QUALIFICATION

- Bachelor of Law (LLB), Universiti Teknologi MARA, Shah Alam (Dec 2001-June 2006)
- Law Pre-Degree, Universiti Teknologi MARA, Shah Alam (June 2000-Nov 2001)
- Sijil Pelajaran Malaysia, Sekolah Tun Fatimah (1999)

LANGUAGE

Proficient in Malay, able to speak and write in English and knows basic French and Indonesian language.

Current Salary : **RM10,721**

Expected Salary : **RM15,000**

REFERENCE

Upon Request