

**Muhammad Firdaus Saidi**

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Selangor Darul Ehsan

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**About Me**

Gender	Male
Age	42 years
Marital Status	Married
Religion	Islam
Race	Malay
Nationality	Malaysian

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**Experience**

Aug 2018 - present      **Head, Human Capital & Admin**  
HICOM Diecastings Sdn Bhd | Selangor, Malaysia  
(Secondment from DRB-HICOM)

Industry	Manufacturing
Specialization	Human Resources
Role	Full spectrums of HR
Position Level	Head of Department

Strategically and operationally, overseeing the operation of overall Human Capital spectrums. To provide leadership and set the right fundamentals, systems, policies, and procedures to support the organization's goals and objectives.

Policy & Procedure

- Review, develop and implement Human Capital policies & standard operating procedures and monitor its compliance and effectiveness.
- Design and prepare relevant documents, materials, and tools such as policies, guidelines, principles, templates, process flow charts, etc.

Rewards Management

- Research, implement and administer all company compensation and benefits plans.
- Administer payroll process and ensure adherence on deadline on statutory payment.
- Implement and ensure an appropriate HR system for human resource operations to ensure timely and quality delivery of services.

Talent Management

- Plan and implement succession planning to bring up the future top leader within the organization.
- Develop and implement career progression processes within the organization to enhance and reinforce the commitment and retention of top talents as well as potential employees.
- Foreign workers management and ensure compliance with the statutory body requirements.

### Industrial & Employee Relation

- Maintain familiarity and compliance with the Industrial Relations Department to prevent litigation and ensure effective and timely administration.
- Engage and work in partnership with the Union to achieve harmonious management & union relationship.
- Manage and lead all employee's engagement & welfare matters, including disciplinary issues, health & wellness programs, administrative matters, etc.

### Involvement in Project

1. Completion of Voluntary Separation Scheme (VSS) project as part of manpower rationalization initiative.
2. Migration of obsolete HR system as part of continuous improvement and compliance initiative for HR.
3. Lead the team to acquire cost saving via cost avoidance for conversion of foreign workers management.
4. Renewal of Collective Agreement for 2019 and 2022 with minimal cost impact.

Aug 2015 - 2018

### **Manager, Human Capital Management**

CTRM Aero Composites Sdn Bhd | Melaka, Malaysia  
(Secondment from DRB-HICOM)

Industry	Aerospace
Specialization	Human Resources
Role	OD/Talent Dev/Training/Compensation & Benefits
Position Level	Head of Department

### Rewards Management

- Research, implement and administer all company compensation and benefits plans.
- Administer payroll process and ensure adherence on deadline on statutory payment.
- Implement and ensure an appropriate HR system for human resource operations to ensure timely and quality delivery of services.
- Performance Management System (PMS) management and develop bonus and increment proposal.

### Training & Development

- Conduct training needs analysis, budget, and implementation of the company's development programs.
- Develop and implement training, learning and education processes to sustain the continued organization / business growth.
- Implement annual talent review and ensure tracking system for identifying high potentials and to manage succession planning.

### Talent Management

- Plan and implement succession planning to bring up the future top leader within the organization.
- Develop and implement career progression processes within the organization to enhance and reinforce the commitment and retention of top talents as well as potential employees.

### Involvement in Project

1. Renewal of Yayasan Peneraju Grant amounting to RM1.5mill as sponsorship for apprenticeship program in collaboration with GMI.
2. Acquired new Yayasan Peneraju Grant amounting to RM600,000 as sponsorship for apprenticeship program in collaboration with IKBN, Pekan.
3. Lead the team to acquire cost saving via cost avoidance amounting to RM350,000.
4. Project Leader to implement HRMS to replace the obsolete existing system. The new system comprises of Employee Self Service.
5. Acquired Yayasan Peneraju Grant amounting to RM1.0mill in collaboration with German Malaysian Institute as sponsorship for apprenticeship program. Scholars will undergo structured development programs prior to employment at the end of the program.
6. Development of internal training via establishment of certified internal trainers which resulted in significant cost saving via HRDF.

Aug 2011 - Aug  
2015

### **Manager, Organizational Dev. & Strategic HR**

PUSPAKOM Sdn Bhd | Selangor, Malaysia

Industry	Inspection Services
Specialization	Human Resources
Role	Org Dev/Training/Talent Dev/Admin
Position Level	Head of Department

### Policy & Procedure

- Review, develop and implement Training & Administrative policies & standard operating procedures and monitor its compliance and effectiveness.
- Design and prepare relevant documents, materials, and tools such as policies, guidelines, principles, templates, process flow chart, etc. as required for the initiatives.

### Training & Development

- To develop and implement training, learning and education process to sustain the continued organization / business growth.
- Implement annual talent review and ensure tracking system for identifying high potentials and to manage succession planning.
- Conduct training needs analysis, budget, and implementation of the company's development programs.
- Organize and conduct employee forum, employee activities in relation to Employee Relation (ER) area.
- Performance Management System (PMS).

### Talent Management

- Plan and implement succession planning to bring up the future top leader within the organization.
- Develop and implement career progression processes within the organization to enhance and reinforce the commitment and retention of top talents as well as potential employees.

### Administration

- Coordinate the management of the stationeries orders by all departments and update the inventories promptly.
- Uniform management administer the fleet management.

Apr 2011 - Jul 2011

**Assistant Manager, Human Resource**  
PUSPAKOM Sdn Bhd

Industry	Inspection Services
Specialization	Human Resources
Role	Manpower Planning/ Recruitment/ Talent Mgt
Position Level	Manager

Manpower Planning

- Assist in planning for the Company's manpower requirement vis-a-vis business requirement
- Work closely with business and support unit to encounter the issue of manpower planning by giving advice and consultancy.
- To conduct and involve in manpower challenge to determine the reasonable manpower for each division, department and branches.

Recruitment

- Manage the full spectrum of recruitment process i.e., budgeting, advertising, interviewing, selecting, approving, recruiting and confirming
- Plan and manage internal redeployment and transfer
- Assisting business unit in relation to structure and manpower requirement for newly opened new business and support unit.
- To prepare proposal paper in relation to manpower and recruitment to Management.

Talent Management

- Plan and implement succession planning to bring up the future top leader within the organization.
- Establish a development program for the identified critical position and individual development plan for identified talent.

Jan 2009 - Mar  
2011

**Assistant Manager, Manpower Planning & Recruitment**  
Bank Muamalat Malaysia Bhd

Industry	Banking / Financial Services
Specialization	Human Resources
Role	Recruitment/Staffing
Position Level	Manager

- Manage the full spectrum of recruitment process i.e. budgeting, advertising, interviewing, selecting, approving, recruiting and confirming
- Plan and manage internal redeployment and transfer
- Assisting business unit in relation to structure and manpower requirement for newly opened new business and support unit
- Manage the promotion exercise, i.e. assessment, recommendation and approval.
- Manage staff information, data and file.
- Conduct and involve in manpower challenge in order to determine the reasonable manpower for each division, department and branches.
- Prepare proposal paper in relation to manpower planning and recruitment to Management.

Dec 2006 - Dec  
2008

**Assistant Manager, Compensation and Benefits**

Bank Muamalat Malaysia Berhad

Industry Banking / Financial Services  
Specialization Human Resources  
Role Compensation & Benefits  
Position Level Manager

- Assist to design, implement, and manage compensation programs. Conduct analysis of compensation and benefits within company.
- Design and manage Staff Financing Scheme and to work closely with business unit on administration of staff financing.
- Involved in revising the T&C for managerial. Work closely with the consultant and provide the information required for revision of T&C exercise.
- Review and establish compensation & benefits SOP & Policy to be in line with current practice.
- Involved in PMS, bonus, increment, and promotion exercise.

Mar 2006 - Nov  
2006

**Assistant Manager**

Golden Arches /McDonalds

Industry Food & Beverage / Catering / Restaurant  
Specialization Food/Beverage/Restaurant Service  
Role Supervisor/Team Lead  
Position Level Executive

- Maintains teams of highly motivated staff to oversee operations and guide entry-level employees through daily responsibilities.
- Sit in on job interviews, train newly hired associates, place supplies orders, and ensure customer satisfaction.
- Processing payroll, updating timesheets, demonstrating protocol, tracking supply and shipment orders, and communicating with the company regional offices.

**Education**

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2017 **Professional Certification in Human Resources**  
Australia Human Resource Institute (AHRI)

2014 **Universiti Teknologi Mara (UiTM)**  
Master's in Business Administration

2006 **Universiti Islam Antarabangsa Malaysia**  
Bachelor's Degree in Economics

## Languages

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*Proficiency level: 0 - Poor, 10 – Excellent*

Language	Spoken	Written
Bahasa Malaysia	10	10
English	9	9

## Additional Info

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Expected Salary            MYR 20,000

## Referee

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Zawawi Aman  
Chief Executive Officer  
HICOM Diecastings Sdn Bhd  
40400 Shah Alam  
Selangor

0122818096