



## **NURAIMI ALWANI NOORUL AZMI**

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Outcome-focused Learning Specialist with nine years of extensive experience in L&D, Talent Management, Succession Planning, and a deep passion for Adult Development and Organizational Development. Focus on High Potential (HiPo) programs, Talent Development, Talent Tracking & Monitoring, Deployment, and Retention. A dedicated professional driven by a genuine enthusiasm for witnessing individuals navigate and excel on their learning curves.

### **WORKING EXPERIENCES HIGHLIGHTS**

#### **Pengurusan Air Selangor Sdn Bhd**

*Senior Learning Associate, Learning Centre*

**Kuala Lumpur, Malaysia**

November 2019 – Now.

1. Collaborated with the Head of the Academia & Development Unit to design comprehensive learning syllabi, meeting the educational needs of all Air Selangor employees. The objective is to position the Learning Centre as the future profit-centric Air Selangor Academy.
2. Spearheaded the development of learning strategies, fostering a culture of continuous learning across Air Selangor's workforce.
3. Led the implementation of the Technical Certification Program, overseeing Modules Development and Customization.
4. Created Written Instruction Manuals in alignment with the National Occupational Skills Standards (NOSS) requirements.
5. Formulated learning requirements, identified sources, and evaluated vendors to recommend development programs.
6. Planned, designed, and developed the blueprint for the Air Selangor Academy, collaborating with relevant departments and external entities to achieve optimal results.
7. Explored collaborations and forged strategic partnerships with external experts from academia and industry. This initiative aimed to ensure that the learning resources within Air Selangor align with the best practices in the water industry, both in Malaysia and overseas.

#### **Air Selangor Water Academy**

1. Formulate a new vision and mission statement for the Learning Centre.
2. Evaluate and recommend transformative initiatives for the Learning Centre.
3. Devise a cost structure for each program, ensuring adherence to budgetary constraints as approved by Management. Cascade budgets to individual departments and provide regular management reporting.

4. Develop a curriculum aligned with the organization's objectives to facilitate strategic training.
5. Oversee the management of technology and technical personnel essential for the development and delivery of training programs.
6. Identify and evaluate organizational training needs through job analysis, career mapping, and collaboration with managers.
7. Assess employees' skills, performance, and productivity to pinpoint areas for improvement.
8. Implement effective and purposeful training methodologies.
9. Conduct site visits to established Learning Centres within other organizations.
10. Design or revise leadership programs in alignment with the existing Leadership Development Framework.
11. Create training manuals focused on achieving tangible results.
12. Spearhead end-to-end learning initiatives, encompassing strategy development, needs analysis, module creation, content development, delivery and execution, as well as the measurement of training impact and effectiveness.

### **Oracle Human Capital Management System (HCM)**

Oracle Human Capital Management System (HCM) Project - Learning Management Module Implementation (Phase 2)

In the second phase of the Oracle HCM project, I played a pivotal role in ensuring the seamless integration of the Learning Management Module into the system, aligning it with the overarching functions of the Learning Centre (LC). The HCM Learning Management Module went live in October 2020.

1. Appointed as a member of the Project Working Committee for the Learning Centre, serving as the spokesperson in interactions with the third party, Deloitte.
2. Led the Project Committee in contributing ideas, planning, and developing LC input for the acquisition of the new HCM system.
3. Engaged in the HCM Learning Module Process, including Solution Design, Prototype 1, Train the Trainer (TTT), and End User Training (EUT).
4. Directly collaborated with Deloitte (Vendor) to design the Learning Management Module as an integral part of the entire system.
5. Orchestrated planning, prototyping, System Integration Testing (SIT), Train the Trainer (TTT), User Acceptance Test (UAT), and EUT phases post-system development, ensuring a smooth transition to the live environment.
6. Proposed Learning Categories, generated LC reports, and bilingual training evaluations using QR Codes (current practice) embedded in the HCM.
7. Contributed to the implementation of Self-Paced Learning, allowing employees to engage in learning activities anytime, anywhere, and on any device post "GO-LIVE."
8. Devised and executed a comprehensive marketing plan to raise awareness about the Self-Paced Program.
9. Assumed the role of a trainer for EUT, conducting training sessions via Microsoft Teams for Human Resources Business Partners (HRBP), Executive Secretaries, and Secretaries to departments/regions on the utilization of the Learning Management Module in HCM.
10. Took charge of deploying and supporting the entire process.
11. Resolved issues related to HCM in collaboration with Deloitte (Consultant) and the Information Technology Department (ITD).

## **Leadership & Soft Skills Program**

1. Orchestrated the planning and execution of both Soft Skill and Leadership Programs, ensuring alignment with organizational goals and fostering professional development across teams.
2. Implemented an Onboarding Program for all Soft Skill and Leadership initiatives, elucidating the Learning Journey and emphasizing the significance of participation. Communicated management expectations and highlighted the Return on Investment (ROI) for the company.
3. Developed a framework to enhance program effectiveness, strategically planning engagement sessions with learners' post-program completion to reinforce key learnings.
4. Conducted post-program reviews with learners after the 3-month period, meticulously analysing and tabulating data on learning gaps. Engaged learners in reflective discussions to ensure the practical implementation of acquired knowledge in their work.
5. Raised awareness through quarterly video updates on the importance of Coaching & Mentoring, fostering a continuous learning culture through informative dialogue.
6. Collaborated with immediate supervisors to oversee behavioural changes in learners after the 6-month program, ensuring the successful integration of new skills into their professional practices.

## **Sistem Latihan Dual Nasional, (SLDN)**

The SLDN operates under the Ministry of Human Resources and Jabatan Pembangunan Kemahiran, (JPK). This program aims to cultivate skilled human resources through a structured apprenticeship scheme, fostering collaboration with industries for the successful implementation of Technical and Vocational Education and Training (TVET) programs. I have been instrumental in registering Air Selangor as a Certified Training Center ("Pusat Bertauliah") since 2019. The following outlines my responsibilities within the SLDN program:

1. Design and oversee the various processes essential for the effective functioning of SLDN:
  - a. Prepare documentation for Air Selangor's Management Approvals.
  - b. Develop and manage the Learn & Work Assignment (LWA) as a comprehensive document encompassing evaluation questions, knowledge, abilities, and skills assessment criteria.
  - c. Coordinate training activities, certification processes, and regulate the implementation of the SLDN program at the certified training centre.
  - d. Design the framework for new SLDN intakes, incorporating soft skills programs such as Communication as integral components of the training modules.
  - e. Plan and execute career advancement opportunities for apprentices post-SLDN program completion.
  - f. Strategize the renewal process for the certified training center every three years.
2. Talent Profile Management:
  - a. Conduct interviews for pre-assessment of SLDN intake, ensuring the selection of apprentices demonstrating full commitment and a willingness to shoulder significant responsibilities.

- b. Perform background checks with Human Resources – Industrial Relations for any past disciplinary actions.
3. Monitor and administer the overall SLDN process internally:
  - a. Register apprentices, coaches, and trainers for SLDN intake under JPK's system.
  - b. Oversee the execution of all modules for apprentices and trainers.
  - c. Prepare claims for "Syarikat Latihan," "Pusat Latihan," and Air Selangor Perantis (incentives) for the 6-month program. The reimbursement of claims involves coordination with the Pembangunan Tabung Pembangunan Kemahiran ("PTPK"), Air Selangor's Finance Department, and Air Selangor's Human Resources (Employee Benefits).

### ***Skills***

Oracle Human Capital Management System (Learning Management Module) | Latihan Tenaga Pengajar (NCS-004:2017) Standard Kemahiran Pekerjaan Kebangsaan (SKPK) under Sijil Kemahiran Malaysia, Ministry of Human Resources Malaysia | HRD Corp Accredited Trainer | Trainer for Communication Program (Non-Executive Level Air Selangor). | Trainer for Welcome Aboard (New Employees)

### ***Key Achievements/ Projects:***

Air Selangor Water Academy | Oracle Human Capital Management System | Sistem Latihan Dual Nasional | Coaching & Mentoring (Middle Management & Senior Management) | Soft Skill Programs, Trainer for Communication Program (Non – Executive Level) & Trainer for Welcome Aboard | Career Bootcamp | ECM | HRDC matters.

### ***List of Past Vendors:***

MIM Education Sdn Bhd | Fish Camp Learning Sdn Bhd | Maslow | Zubedy

**Ahmad Zaki Resources Berhad**  
*HR Training & Development Executive*

**Kuala Lumpur, Malaysia**  
 June 2017 - Nov 2019

1. Collaborated with Senior Management to design and implement the Leader Team Alignment Trainee (LTA) Framework, aimed at developing successors within the organization.
2. Managed and executed the LTA and AZRB's Graduates Program, GenNEXT, overseeing key areas such as Talent Identification, Assessment, Analysis, Development, Tracking, Monitoring, Deployment, and Retention. Ensured a robust alignment of the program with overall business initiatives and human resources strategies, rooted in AZRB's Core Values.
3. Orchestrated the AZRB Welcome Aboard initiative, embedding employer branding and fostering a sense of ownership, pride, and personal responsibility among program participants throughout their tenure.
4. Formulated the Talent Management Business Plan, securing cost and budgetary approvals. Monitored and controlled the efficient utilization of financial resources to deliver desired outcomes in Talent Management.

5. Developed and executed measurement criteria for talent management initiatives, assessing readiness levels for succession planning. Presented recommendations for talent placement and deployment to senior management in alignment with strategic business objectives.
6. Represented AZRB as an industrial speaker at universities' career fairs and events, strategically attracting students and positioning AZRB as the Employer of Choice.
7. Established alignment and contribution from AZRB and its subsidiaries to the national agenda addressing employability issues among graduates. Executed SL1M recruitment, placement, and development programs.
8. Designed and facilitated workshops and training programs at AZRB, ensuring the achievement of specific learning objectives and outcomes in alignment with overall business initiatives and objectives.

**Key Achievements/ Projects:**

AZRB's Graduate Program – Management Trainee (GenNext) | Career Fair in Graduan Aspire at KLCC | Leadership Team Alignment (LTA) for Middle Management & Managers | Internal & External Training | Welcome Aboard Trainer | C – suite training for Senior Management | Industrial speaker in universities' career (Universiti Petronas & Universiti Malaya)

**List of Past Vendors:**

DJungle| MASLOW

**Gamuda Berhad**

*Training Officer*

**Kuala Lumpur, Malaysia**

May 2016 – May 2017

1. Orchestrated the coordination and administration of comprehensive in-house training courses across various domains within Gamuda Berhad.
2. Spearheaded the oversight of overall functions and administration of the SL1M program at Gamuda, aligning initiatives with organizational objectives.
3. Administered the Corporate Induction Programme, ensuring a seamless onboarding process for new employees, fostering assimilation into the company's culture and values.
4. Coordinated with the Different-able team and facilitated various training programs related to Different-abled individuals, demonstrating a commitment to inclusion and diversity.
5. Managed post-learning feedback mechanisms, systematically gathering insights to continuously enhance the quality and impact of training initiatives.
6. Demonstrated unwavering commitment by ensuring compliance with and adherence to all training matters related to Quality, Safety, Health, and Environment (QSHE) policies and procedures, reinforcing a culture of excellence and responsibility.

*Organizational Development & Talent Management  
(OD & TM) HR Officer*

Jan 2015 – Apr 2016

1. Oversaw and monitored the talent population across various programs such as Gamuda Graduate Program (GGP), High Potentials, Successors, Jabatan Perkhidmatan Awam scholarships Apprentice, Gamuda Scholars, SL1M Trainees, and other talent initiatives, ensuring their effective administration and development.
  - a. Key responsibilities included:
    - i. Management of the talent population master database.

- ii. Monthly updating of Talent preparation and reports.
  - iii. Coordination of workshops for GGP Development Plans.
  - iv. Identification of GGP trainees to ensure their progression towards becoming high-potential individuals.
- 2. Ensured the consistent accuracy of talent profiles through:
  - a. Planning and monitoring talent assessment, career, and development planning.
  - b. Daily review of Career Plans and Succession Plans for Gamuda Engineering System (GES) activities.
  - c. Monthly generation of Development Plans.
- 3. Planned and managed various processes to ensure the overall effectiveness of Talent Management functions, including:
  - a. Designing necessary templates and forms for talent assessments, evaluations, career discussions, and succession planning processes.
  - b. Designing and implementing GES Process of Career Planning, Competency Assessment, and Succession Planning Modules.
- 4. Administered expenses and claims by:
  - a. Monitoring expenses and claims against OD & TM budget.
  - b. Monthly reporting on budget expenses.
- 5. Conducted research and data gathering on OD & TM Programs by:
  - a. Obtaining best practices in OD & TM Programs.
  - b. Making comparisons of best practices.
- 6. Managed the Flexible Working Agreement (FWA) for Gamudians by:
  - a. Planning, processing, and analyzing the FWA policy and reviewing applicants for Gamuda Berhad employees.
  - b. Contributing to the monthly FWA program.
- 7. Coordinated weekly meetings for the Organizational & Development team, providing updates on work progress.
- 8. Monitored and reported on training effectiveness at level 2, based on training evaluations.
- 9. Facilitated the preparation of presentation materials and facilitation sessions.
- 10. Served on committees such as Gamuda Wellness Month Program & Friends of Gamuda.

**Key Achievements/ Projects:**

Career Fair in Graduan Aspire at KLCC | Buddy with Autistic Employees (different – abled, DA) | Internal Training | Skim Latihan 1 Malaysia Trainee, (SL1M) | Flashmobers for Gamuda Wellness Month Program & Friends of Gamuda.

**Silver Studio @ Perak Multimedia Dotcom Sdn Bhd**  
 Human Resource & Administration Executive

**Perak, Malaysia**  
 Oct 2013 – Oct 2014

**Key Achievements/ Projects:**

Human Resources Operations | Management and Administration.

- 1. Administered expenses and claims with a focus on meticulous financial management and efficient operational support. Key responsibilities included:
  - a. Prepared monthly payroll and managed Employee Provident Fund (“EPF”) transactions, ensuring accuracy and compliance.

- b. Orchestrated the preparation of contract files, overseeing stationery administration, letter drafting, communication coordination, and email management.
- c. Interfaced with third parties to address pending payments, service-related issues, and problem resolution.
- d. Managed the documentation process for project invoices, quotations, delivery orders, and payment vouchers. Represented the company in public relations matters pertaining to settlement with Perbadanan Kemajuan Negeri Perak. Monitored stationery supplies, facilitated orders, maintained distribution records, and managed inventory.

This role involved a comprehensive approach to financial and administrative tasks, demonstrating proficiency in payroll management, document preparation, communication coordination, and stakeholder engagement.

### **EDUCATION HIGHLIGHTS**

<b>Universiti Teknologi Mara, UiTM</b>	Malaysia
Bachelor's degree of Administrative Science (Honours)	2013
<b>Universiti Teknologi Mara, UiTM</b>	Malaysia
Diploma in Public Administration	2011
<b>Sijil Pelajaran Malaysia, SPM</b>	Malaysia
SMK Tarcisian Convent, Ipoh	2007

### **TRAININGS AND CERTIFICATIONS**

Kementerian Sumber Manusia

- Human Resources Development Corporation – Certified HRDC Trainer
- Jabatan Pembangunan Kemahiran – Kursus Induksi Pegawai Penilai – Pegawai Pengesah Dalaman – Pengurus Pusat Bertauliah - PP-PPD-PPB

Society of Human Resource Management SHRM Certified Professional	Ongoing
• Senior Certified Professional	