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Education

2005

Bachelor of Economy

Universitas Trikarya Medan, Indonesia

2002

Professional Certificate of Banking

Interbankers Centre Kuala Lumpur

Core Competencies

- HR Strategy & Workforce Planning
- Talent Acquisition & Retention
- Compensation & Benefits
- Administration
- Employee Relations & Labor Law
- Compliance
- HR Policy Development &
- Implementation
- Performance Management Systems
- Expatriate & Organizational Development

Language

English

- Read - Proficient
- Write - Conversational
- Speak - Proficient

Bahasa Melayu

- Read - Fluent
- Write - Fluent
- Speak - Fluent

ADDNAN RAZAK

Professional Summary

A seasoned HR leader with over a decade of experience specializing in Talent Acquisition, Workforce Planning, and Organizational Development. Formerly an Assistant Manager at BERNAS, I have successfully led end-to-end recruitment strategies, from talent sourcing to onboarding, ensuring long-term employee retention. With a proven track record across multiple industries, I possess deep expertise in HR management, strategic workforce planning, compensation & benefits, and expatriate administration. My leadership approach is results-driven, focusing on aligning HR functions with business objectives to drive organizational growth and foster a high-performance culture.

Experience

- Mar 2023 - Dec 2024 Padi Beras Nasional Berhad (BERNAS)
Assistant Manager, Talent Acquisition & Manpower Planning
 - Spearhead strategic workforce planning to ensure the efficient fulfillment of organizational staffing needs.
 - Oversee the development and optimization of sourcing strategies to attract top-tier talent.
 - Lead the evaluation and selection of high-potential candidates, ensuring alignment with business objectives.
 - Drive the interview and selection process in collaboration with key business units, ensuring a structured and competency-based approach.
 - Establish and enhance pre-employment procedures to secure the right talent while ensuring a seamless and engaging onboarding experience.
 - Partner with department heads to foster a strong employer brand and retention strategy, cultivating a high-performance workforce and a culture of continuous development.
- Feb 2018 - Feb 2023
Puncak Niaga Holdings Berhad
Senior Executive, Talent Acquisition
 - Drive the development and execution of sustainable talent acquisition and workforce planning strategies to align with business objectives.
 - Collaborate with senior leadership and department heads to forecast talent needs and implement proactive hiring strategies for critical roles.
 - Lead the identification, attraction, and engagement of high-caliber talent through strategic sourcing channels, including LinkedIn, industry networks, and employer branding initiatives.
 - Leverage data-driven insights and emerging recruitment trends to optimize hiring processes and enhance decision-making.
 - Oversee the creation of comprehensive job descriptions and ensure job postings align with the company's talent strategy.
 - Manage the full-cycle recruitment process, including talent assessment, competency-based interviews, background verifications, and offer negotiations.
 - Ensure seamless onboarding experiences that integrate new hires into the company culture and drive long-term retention.
 - Lead manpower budgeting efforts, aligning workforce planning with financial and operational goals to optimize organizational growth.
- Jan 2017 - Jan 2018
Global Facilities Management Services Berhad
Executive, Talent Acquisition
 - Partner with senior leadership and department heads to develop and implement strategic workforce planning initiatives, ensuring the alignment of talent acquisition with organizational goals.
 - Oversee the design and execution of job descriptions and hiring criteria that reflect business needs and industry best practices.
 - Drive the development of innovative and effective recruitment strategies to attract top talent, leveraging market insights and emerging hiring trends.
 - Lead employer branding efforts to position the organization as an employer of choice.
 - Provide strategic oversight of the full recruitment lifecycle, including job postings, candidate assessments, and selection processes.
 - Guide and mentor HR teams and hiring managers in executing structured, competency-based interviews to ensure high-quality hiring decisions.
 - Collaborate with executive leadership on compensation strategies, offering competitive salary recommendations, incentives, and employment terms to secure top talent while ensuring internal equity and market competitiveness.

Training

- Training On "Prosedur Siasatan Dalam (D.I) dan Peranan Panel Siasatan Dalam (D.I), Kelab Kebajikan dan Rekreasi JPP Selangor, 2018.
- Properties Program Training, Renaissance KL, 2016.
- OSHA Safety Committee, Renaissance KL, 2014.
- The Ultimate Driving Force (Young HR Republic), SME Bank, 2013.
- Internalising Business Mindset & Shared Values (In-MINDs), SME Bank, 2012.
- ~~Development~~ Executive Programme (NEDP), SME Bank, 2011.

Additional Information

- Willing to Travel: Yes Possess own
- transport: Yes (License D) Notice
- Period: Immediately
- Interest: Playing Table Tennis

Salary

- Monthly Salary : RM6,252.00
- Expected Monthly Salary : Open Discussion

Reference

Upon request

Experience

- Jan 2014 – Dec 2016
Renaissance Kuala Lumpur Hotel
Executive, Human Resource

Manpower & Recruitment

- Develop and execute strategic manpower planning initiatives to align workforce capabilities with business objectives.
- Lead the end-to-end talent acquisition and workforce deployment process, ensuring seamless recruitment, onboarding, induction, and succession planning.
- Oversee expatriate and foreign workforce management, including strategic workforce forecasting, visa processing, work permit renewals, and compliance with local and international labor regulations.
- Establish policies and frameworks to enhance workforce mobility, ensuring an agile and legally compliant global talent strategy.
- Drive initiatives to optimize the onboarding experience, fostering a high-performance culture and long-term employee retention.
- Collaborate with senior leadership to anticipate workforce needs and implement data-driven talent strategies to support business growth and operational efficiency.

Compensation & Benefits / Foreign Workers Administration / General Administration

- Develop and drive a comprehensive Compensation & Benefits strategy that aligns with the organization's business objectives, ensuring competitiveness, equity, and compliance with local labor laws and industry benchmarks.
- Lead the design, implementation, and continuous improvement of compensation structures, payroll systems, and benefits programs, including expatriate remuneration, medical insurance, incentive plans, and leave management.
- Oversee the administration of payroll, ensuring accuracy, confidentiality, and compliance with regulatory requirements.
- Spearhead employee performance monitoring and attendance management frameworks to support workforce productivity and engagement.
- Establish governance frameworks for expatriate and foreign worker benefits, ensuring seamless administration of work permits, leave entitlements, and financial allowances.
- Develop and enforce HR policies, processes, and best practices to maintain a fair, transparent, and legally compliant compensation structure.
- Partner with finance and senior leadership to oversee manpower budgeting, salary benchmarking, and benefits cost optimization.
- Ensure meticulous record-keeping of employee information, contracts, and benefits administration while maintaining strict confidentiality.
- Lead audits and compliance checks for licensing and regulatory requirements, including DBKL licenses (Composite License, Advertisement License, etc.), Jakim Halal Certification, and workplace safety regulations.
- Champion employee well-being by promoting workplace safety initiatives and overseeing occupational health & safety programs, including regular safety audits and collaboration with OSHA committees.
- Foster a culture of continuous improvement in HR operations to enhance employee experience and organizational effectiveness.

Training & Development

- Lead the development and execution of a comprehensive Learning & Development (L&D) strategy that aligns with both immediate and long-term organizational objectives.
- Partner with senior leadership and department heads to assess workforce capabilities, identify critical skill gaps, and implement targeted development initiatives to drive business performance.
- Spearhead the design and implementation of competency-based training frameworks, ensuring employees at all levels have access to tailored learning paths that enhance their professional growth.
- Oversee the execution of structured onboarding and induction programs that accelerate employee integration and reinforce company culture.
- Develop and implement data-driven training needs analysis (TNA) methodologies to optimize learning investments and improve workforce readiness.
- Champion the adoption of innovative learning solutions, including digital learning platforms, e-learning modules, and blended training approaches to enhance accessibility and engagement.

Experience

- Monitor and evaluate the effectiveness of training initiatives through key performance indicators (KPIs), ROI analysis, and employee feedback mechanisms to drive continuous improvement.
- Establish mentorship and leadership development programs to cultivate future leaders and strengthen succession planning efforts.
- Ensure compliance with industry regulations and best practices in training and professional development, positioning the organization as a learning-centric, high-performance workplace.
- Manage training budgets effectively, optimizing resource allocation for maximum business impact.

Employee Relations

- Foster a positive and inclusive workplace culture by developing and implementing employee engagement strategies that enhance job satisfaction, morale, and overall well-being. Act as a trusted advisor and strategic partner to senior management, ensuring strong communication and collaboration across all levels of the organization.
- Design and oversee employee engagement programs, including corporate social responsibility (CSR) initiatives, wellness programs, and recognition events such as Employee Appreciation Week, Family Day, and milestone celebrations. Champion a supportive work environment by implementing initiatives that promote work-life balance, mental health awareness, and team cohesion.
- Lead proactive employee relations initiatives to strengthen organizational commitment, providing guidance on conflict resolution, workplace grievances, and employee support mechanisms. Represent the organization in fostering a people-first culture by personally engaging with employees during significant life events, including hospital visits and crisis support.
- Ensure alignment with HR best practices and industry standards to drive a motivated, engaged, and high-performing workforce, reinforcing the organization's reputation as an employer of choice.

○ Nov 2009 – Dec 2013 SME Bank Berhad

ASSOCIATE – BENEFITS ADMINISTRATION & SCHOLARSHIP

- Provide strategic leadership in designing and managing a comprehensive Compensation & Benefits framework that aligns with organizational goals and industry best practices.
- Develop and oversee policies, processes, and governance structures to ensure equitable, competitive, and legally compliant remuneration strategies.
- Assist in managing the formulation and execution of total rewards programs, including salary structures, incentive schemes, allowances, and benefits packages, ensuring alignment with market trends and business objectives.
- Conduct in-depth analysis of compensation benchmarks, benefits utilization, and workforce data to optimize cost efficiency while enhancing employee value propositions.
- Ensure full compliance with labor laws, tax regulations, and industry standards in payroll administration, employee benefits, and reward structures.
- Spearhead benefits program enhancements, driving initiatives to improve employee well-being, engagement, and retention.
- Collaborate with senior leadership to communicate compensation strategies effectively, enhancing transparency and employee understanding of reward structures.
- Lead change management initiatives for the implementation of new or revised compensation and benefits policies.
- Act as a strategic advisor to the executive team, providing insights on total rewards strategies that support workforce productivity, talent attraction, and organizational sustainability. Continuously refine compensation policies to maintain a high-performance, engaged workforce while ensuring compliance with evolving regulatory requirements.

Experience

- Aug 2006 – Aug 2009
Pos Malaysia Berhad (Mini Pos), Melaka

TELLER

- Calculate daily transactions using computers, calculators, or adding machines and ensure the currency, coins, and petty cash are tallied at the ends of shifts.
- Check cash in hands and payout money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
- Verify the amounts and check the accuracy of deposit slips and other information such as dates, bank names, identification of the persons receiving payments, and the legality of the documents.
- Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
- Count the currency, coins, and cheques received, by hand or using the currency-counting machine, in order to prepare them for deposit or shipment to branch banks or the Federal Reserve Bank.

- Dec 2005 – Jul 2006
Bank Pembangunan Malaysia Berhad

GENERAL CLERK – PROPERTY & ADMINISTRATION

- Prepare correspondence, reports, statements, and other materials.
- Operate office machines such as photocopiers and scanners, facsimile machines, voice mail systems, and computers.
- Answer telephones, direct calls, and take a message.
- Maintain and update filing, inventory, mailing, and database systems.
- Communicate with customers, employees, and guests to answer questions and complaints.
- Assist supervisor in company registrations and filing annual statements.