

PERSONAL INFORMATION

Name : Nurul Ainie Ab Rapar
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Mobile number : +6 017 970 7136
Email address : nurulainie86@gmail.com
Date of Birth : 25 March 1986
Marital Status : Married



KEY STRENGTH

As a HR Practitioner, I take a strong interest in contributing to a wide range of HR activities while delivering an exceptional HR service to all stakeholders. I have a great deal of experience in carrying through a major reorganisation that includes workforce efficiency, redesign of existing job structure and productivity, crafting end-to-end HR processes with the help of #Agile skills.

My expertise in organizational design has enabled me to support cross-functional teams and collaborate with key stakeholders at all levels of the organization. I am highly skilled in using data analytics to identify opportunities for improvement and developing effective solutions that address business challenges.

Overall, I am a highly motivated and results-driven with a proven track record of success in designing effective organizational structures that drive business success.

WORKING EXPERIENCE

Company Name : Petroliaam Nasional Berhad (PETRONAS) Oct 2022 – Oct 2024
Industry : Oil & Gas
Designation : Executive (Organisation Development & Design)
Department : Organisation Development & Design (ODD), GHRM
Key Accountabilities : *Summary*

- Provide advisory on standard policy interpretations and solutions provider
- Ensure guidelines, processes and procedures are being adhered to and tools used accordingly
- Support Organisation Development & Design activities (including assessments and documentations)

Organisational Design and Structure Development

- Implement and execute the organisational design and structure development

Job Management (JM)

- Implement the job management exercise as per the approved work process documentation

Job/Role Profile Management

- Support the maintenance of the existing/active job/role profile, and inactivation of the job/role profile based on the relevant business case

Position Management

- Support the maintenance of the organisation structures, changes to the existing positions, and creation of new positions based on the approved Position Management guidelines and criteria

ODD and Job Management Operations Excellence

- Implement the development, and review of the ODD and Job Management processes subject to COE's concurrence
- Implement the Process Cycle Efficiencies (PCE) initiatives on ODD and Job Management processes
- Ensure timely response to routine questions on ODD and Job Management related areas and key functions

ODD and Job Management Data Analytics and Reporting

- Conduct analytics on ODD and Job Management data patterns and trending with insights that add value to the business and stakeholders
- Ensure timely submission of analytics and reporting

Stakeholder Management

- Support the collaboration with relevant stakeholders to design significant interventions for issue resolutions
- Provide advisory on process implementation, including solutions to business line
- Establish and maintain relationship with external stakeholders to deliver a consistently positive customer experience

Company Name	:	UEM Edgenta Berhad
Industry	:	Asset Facilities Management
Designation	:	Assistant Manager, Organisation Design & Manpower Planning June 2020 – Oct 2022
	:	Assistant Manager, Talent Acquisition June 2018 – May 2020
	:	Senior Executive, Workforce Planning Jan 2014 – May 2018
	:	Executive, Recruitment & Manpower Planning Apr 2010 – Dec 2013
Department	:	HR – Organisation Design & Manpower Planning
Key Accountabilities	:	<i>Strategy & Planning</i> <ul style="list-style-type: none">• Support in the development and implementation of organisation strategies in contributing towards improved organisation design and structures to enhance company's performance and sustainability.• Contribute to the development of the short-to-long term manpower planning strategy to contribute towards Edgenta achieving its Engine 2's and Engine 3's organisational goals.

Organisation Design

- Conduct research on leading practices in Organisation Design and perform organisational analysis to identify potential enhancement and/or risk areas regarding

organisation structures and job designs across Edgenta and propose recommendations.

Job Analysis

- Manage and facilitate job design and analysis (e.g. optimum job size, accurate job description writing) to be consistent with the comprehensive approach and align with organisational requirements.

Job Evaluation

- Conduct job evaluation exercises in accordance with the established job evaluation methodology and processes across Edgenta as and when required to evaluate all jobs objectively and fairly in determining their relative value to the company.

Manpower Planning

- Apply workforce planning model (full time equivalent forecasting model, labour demand planning, labour efficiency planning) in accordance with business delivery and model to provide necessary recommendation to the Head of Organisation Design & Manpower Planning in enhancing organisational effectiveness via manpower planning.
- Drive the establishment of annual workforce planning aligned to business requirements (size, skills and competency) to ensure workforce efficiency and effectiveness to prepare for the company's future needs.
- Monitor the headcount based on the approved Annual Operating Plan and recommend risk mitigation plans to ensure optimum workforce sizing is in line with business affordability.

HR – Talent Acquisition, June 2018 – May 2020

- Responsible for ensuring hiring meets forecast level expectation.
- Responsible for the entire recruiting cycle from the time requisition is received to the time the candidate on-boarded.
- Develops recruitment strategies using various sourcing techniques, qualifies and interviews candidates and confers job offers.
- Handle new staff induction and ensure onboarding process is carried out timely and effectively.
- Attend career fairs as company representative and be involved in employer's branding.
- Assisting ad-hoc assignments and other Human Resource duties as and when required.

HR – Workforce Planning, Jan 2014 – May 2018

- Develop and implement workforce planning strategies to address current and future talent needs.

- Collaborate with business leaders to align workforce plans with company's goals and objectives.
- Collect, analyse, and interpret workforce data that includes prepare detailed reports and dashboards to stakeholders, highlighting key insights and actionable recommendations.
- Support succession planning initiatives by identifying high-potential talents and critical roles.
- Conduct research benchmarking on workforce strategies against competitors and identify areas for improvement.

Before Merging (2010 – 2015):

Opus Management (M) Sdn Bhd

HR – Recruitment & Manpower Planning

- Responsible for the company Job Cost Rate and Charge factor for project staff and staff on secondment.
- Responsible for Project Manpower Planning and Redeployment (on project basis).
- Responsible in providing the output result under the Manpower Planning Cost Savings.
- Responsible for consolidation, monthly group reporting and year end internal / external audit (Khazanah's Leadership Development Audit Report & UEM Group Audit), Human Resource Annual Operating Plan (AOP), Yearly Budget Preparation and Department Quality Objectives.
- Responsible for Resignation Exercise (Exit Interview, Opus Alumni).
- Assisting preparation of Promotion / Upgrading Exercise (yearly exercise).
- Supporting recruitment and expatriates' appointment.
- Assisting in Overseas Assignment project costing and survey study.
- Assisting in Talent Management Program.
- Coordinates, negotiates and liaises with employment and advertising agents on service fee, advertisement recruitment and interview schedules.
- Conducts interviews for Junior Executive and Non-Executive level.

Company Name	:	KS Automart Sdn Bhd, Kuantan (Perodua Sales Centre)	March 2009 – March 2010
Industry	:	Automobile	
Designation	:	HR & Admin Assistant	
Department	:	Human Resource & Admin	
Key Accountabilities	:	• Responsible to file employee-related documents, relay messages and distribute information to the staff.	

- Provide direct support to immediate supervisor by scheduling meetings and appointments, making travel arrangements and processing expense reports.
- Responsible for editing documents, entering and updating staff information into company databases, preparing employment packages, handling benefits information and processing termination paperwork.
- Assisting in posting job openings, reviewing resumes, calling candidates and scheduling interviews.
- Assisting and covering other responsibilities/duties whenever required and as instructed by immediate supervisor.

EDUCATIONAL BACKGROUND

2005 – 2008	UNIVERSITY TUN HUSSEIN ONN MALAYSIA <ul style="list-style-type: none">• Bachelor (Hons) in Technology Management• Graduated with Second Class Upper
2004 – 2005	PAHANG MATRICULATION COLLEGE
1999 – 2003	METHODIST GIRLS SECONDARY SCHOOL, KUANTAN

OTHER INFORMATION

Languages	:	English and Bahasa Malaysia
Computer / IT Related Skill	:	Microsoft Office, HRMS, Hay Job Evaluation and HANN Application, Saville Assessment Tool, Taleo
Interpersonal Skill	:	<ul style="list-style-type: none">• Good verbal and written communication skills.• Independent, enthusiastic and works well in a team – takes initiative and pride in completing work.• Motivated, result-oriented and very determined.

REFEREES

Will be provided upon request