



MUHAMMAD AFIQ ASYRAF BIN ABU HASSAN

- 32 Years Old
- 17 October 1992
- Apartment De Kiara, Persiaran Setia Makmur Setia Alam, 40170, Shah Alam, Selangor
- afiqasyrafhassan@gmail.com
- 018-664 7071
- 8 year experienced in Administration and Human Resources field.



CAREER SUMMARY

- Experienced assigned as Head of General Administration Section.
- Experienced negotiation process with vendor especially dealing with price negotiation.
- Experienced managing administration daily task include document storage, asset management and other task.
- Experienced in engagement with staff include program, activity and CSR.
- Experienced in recruitment process from staff request until hiring process.



EXPERIENCE

ASSISTANT MANAGER, HUMAN CAPITAL MANAGEMENT | Cenergi SEA Berhad, Selangor

November 2022 – Present

- Managing end to end the recruitment process from job advertising, job description, shortlisting of candidates, arranging interview appointments, conducting interviews until completion of hiring process within specified timeline.
- Assessing candidates to ensure qualifications match, cultural fit and compatibility.
- Attracting suitable candidates through databases, social media, job street etc.
- Assessing applicants' knowledge, skills, and experience to best suit open positions.
- Facilitate or coordinate with consultant or headhunter for all high-level vacancy position.
- Collaborate with department managers to compile a consistent list of requirements.
- Provide recruitment reports to team managers, and Senior Leadership Team.
- Develop, implement, and execute an Onboarding Programme to help new recruits quickly assimilate into the organization.
- Assist in other duties and related company event/activities as and when assigned

TALENT ACQUISITION EXECUTIVE | Padiberas Nasional Berhad, Shah Alam, Selangor

January 2021 – October 2022

- Responsible managing end-to-end recruitment process starting from receiving new staff applications until the approval process is obtained.
- Responsible managing the process of issuing vacant job ads internally and externally based on the job description requested.
- Responsible for set up meetings and discussing with the hiring manager about the candidate's criteria based on their preference.
- Responsible sourcing potential candidates through online channels (e.g. social platforms and professional networks).
- Working with recruitment agencies to source for candidates for specific job positions. Networking with various institutions and social media.
- Responsible for managing the interview process start from the interview offer to the candidate, document management until the interview process is carried out.
- Responsible for negotiating with suitable candidates on the salary package offered including the company's benefit.
- Responsible for on boarding the entry of new staff into the office on self-report day.
- Responsible for managing matters relating to termination, retirement and transfer staff.
- Assigned as project leader to managing programs on the job training such as the FLEX program (Management Trainee) at Padiberas Nasional Berhad.
- Responsible for dealing with third parties on sourcing candidate matters using external Services.

EMPLOYEE ENGAGEMENT EXECUTIVE | Padiberas Nasional Berhad, Shah Alam, Selangor

2020-2021

- Communicate information on company activities to employee through various channel such as meetings with staff, emails, correspondence and so on.
- Share information on the latest issues that occur among employees such as disasters, deaths, current issues and so on.
- Organize various programs and activities to strengthen relationships among employees.
- Receive complaints and identify problems faced by employees related to their work environment. Act as a consulting officer and provide advice and counselling services.
- Identify talented employees and have a good potential in various fields such as sports to represent the company and participate in various events organized by external parties.
- Maintain good relations and harmony between employers and employees. Provide advisory services on procedures, negotiation and other matters related to employment rules and salary schemes.
- Provide gift to employees on certain public holiday.
- Ad hoc task related to Employee Engagement matter from time to time

ADMINISTRATION EXECUTIVE | Padiberas Nasional Berhad, Shah Alam, Selangor

2017-2020

- Responsible to handle and manage the process of verification, disposal, registration and transfer all BERNAS asset under Administration surveillance including paperwork preparation for management approval.
- Responsible to monitor all company vehicles including maintenance and application process.
- Responsible to monitor and manage daily courier and courier movement handle by despatch.
- Responsible to monitor all utility bills at BERNAS HQ including electricity, water and etc
- Responsible to monitor and manage all achieve document activity to storage provider.
- Responsible to ensure and monitor all staff access card to be processed based on time period.
- Responsible to monitor all building facility including firefighting equipment, hygiene, office building maintenance and renovation.
- Responsible to monitor office cleaning by vendor and ensuring all cleaning work to be done on daily schedule.
- Responsible to update Administration Unit Standard of Procedure (SOP).
- Responsible to monitor all Administration Unit vendor contract and agreement and prepared an approval renewal paperwork for the contract.
- Responsible to check all Administration memorandums for approval prepared by non-executive.
- Responsible to check and post all Administration Axapta journals for payment purposed prepared by non-executive.
- Responsible to check and proceed for Administration Unit procurement purpose for any maintenance item stock, stationary item stock and new asset purchase under Administration Unit surveillance.
- Responsible to prepared weekly Administration Unit report.
- Responsible to prepared monthly Administration Unit KPI report.
- Ad hoc task related to administration matter from time to time.



EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION (HONS) IN HUMAN RESOURCE MANAGEMENT | UNIVERSITI TENAGA NASIONAL (UNITEN)

2014 – 2016

- 1 Dean List Awards.
- Final CGPA: 3.61, Honourable 1st Class Holder

DIPLOMA IN HUMAN RESOURCE MANAGEMENT | KOLEJ POLYTECH MARA KUALA LUMPUR

2010-2013

- Final CGPA: 2.87.

SIJIL PELAJARAN MALAYSIA (SPM) | SEKOLAH MENENGAH KEBANGSAAN BUKIT BARU, MELAKA

2004 – 2005

- 3B, 3C, 2C



ACHIEVEMENT AND ACTIVITIES

Description	Date Achieve and activities	Details
• Non Rice Procument tender comittee	2018	Comittee
• Anugerah Tani Bernas	2018	Comittee
• AJK Kelab Bernas Malaysia (Cawangan)	2019	Exco
Malaysian Agricultural, Horticultural & Agrotourism	2018	Comittee



EXPECTED SALARY

- RM8,500.00– Negotiable



REFERENCES

Name	Designation	Contact No
Noor Amtaza Sawal	Head, Human Capital Management	- 013-6969116
Noor Azrin Abd Rahman	Recruitment & Mobilisation Head of Unit	- 017-2003482
Hasrulniza Lop Osman	Employee Services Head of Department	- 013-3399191
Pn. Fatini Hanim	Lecturer UNITEN Muadzam Shah, Pahang	- 016- 3003811