

Curriculum Vitae

Hardy Ahed

Personal Particular

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Professional Summary

I am an experienced Talent Acquisition Specialist with a proven track record in managing full recruitment lifecycle. My expertise lies in identifying industry's top talent, executing strategic hiring plans and maintaining cost-effective recruitment processes. I am adept at collaborating with various business units to meet organizational hiring goals effectively.

Employment History

AmBank Group | Kuala Lumpur
Talent Acquisition Specialist & Employer Branding
March 2023 – Present



Duties & Responsibilities

Responsible for end-to-end recruitment process from advertising, sourcing, interviewing, selecting, salary proposal, offering and onboarding employees in a company. Ensure candidates selected matches job profile. Liaise with recruitment agencies to close headcount gaps. Collaborate with respective Business Units to ensure timeliness of recruitment.

Financial

- Manage cost of hiring per employee.
- Manage talent attraction via job advertisement, referral program, online job posting or other recruitment avenues.
- Comply to salary benchmark to respective positions.

Customer (Internal And/Or External)

- Responsible for end-to-end recruitment process and life-cycle, including initial assessments, interviews and offers.
- Work closely with Hiring Managers and HR Business Partners to identify staffing needs in different areas and department.
- Organize and attend job fairs and recruitment events to build a strong candidate pipeline.
- Identify and refine down the most suitable talent from available candidates.

Process / Well-Managed

- Monitored and track pipeline as per agreed SLA's.
- Comply with regulatory and compliance related checks.
- Ensure accuracy in issuance of Letter of Offers and accurate briefing to all new recruits.

Compliance

- Conduct business and day-to-day activities contributing to a “no surprise” compliance culture by ensuring adherence to the Group’s AML programme, policies and procedures.
- Comply with all regulatory related matters e.g. STF payment within 7 calendar days.

Learning & Growth

- Attend all development programmes that are assigned to ensure maximum gain from the programme.
- Achieve a passing score in all areas of the management training program in order to continue in the program.
- Plan and execute talent attraction activities that are planned throughout the programme.

RHB Banking Group | Kuala Lumpur
Recruitment Specialist
April 2017 – March 2023



Duties & Responsibilities

Recruitment Strategy and Planning

- Assist in planning and ensure adherence to the hiring plan.
- Assist in developing and improve operations workflow for recruitment process.
- Work closely with Human Resource Business Partners (HRBPs) to understand recruitment needs and requirements and execute hiring activities to achieve the desired targets.

Operations

- Perform the activities of developing sources of qualified applicants, screening applications, scheduling and conducting interviews, administering tests, checking references and background and evaluating applicant’s qualifications.
- Conduct interview on shortlisted candidates for respective vacancies assigned.
- Administer and follow up on Letter Offer and other employment related issues i.e. new recruits, confirmation, resignation, transfer, conversion etc.
- Prepare weekly update on staff surplus or shortage report in comparison with the approved manpower budget.
- Participate and assist mass recruitment activities i.e. job fair, walk-in-interview and other events.
- Performing ad-hoc tasks.

Projects

- Associate Relationship Manager, Premier Banking Programme Batch #2 (April 2018 Intake)
- Associate Relationship Manager, Premier Banking Programme Batch #3 (October 2018 Intake)
- Branch Manager (2018)

- Personal Banker Bancassurance Nationwide (2018)
- Business Development Manager – PLM (Mobile) for Alternate Sales Channel Portfolio
- Regional Small-Medium Enterprise – PLM (Mobile) New Team Initiation 2019
- Wealth Management Associate Programme Batch #1 (July 2020 Intake)
- Bancassurance Associate Batch #2 (April 2021 Intake)

Awards and Recognitions

- PRIDE Award : PRIDE & RHB Culture Quarter 1 2018 Champion
- Competency Based Interview (CBI) Certification
- RHB Culture Component Achiever 2020

Kelly Outsourcing & Consulting Group | Kuala Lumpur
Sourcing Specialist
July 2016 – March 2017



Duties & Responsibilities

- Conducts external searches through strategic sourcing (networking, cold-calling, job board utilization etc.)
- Develops and implements sourcing strategies to find and attract desired passive candidates
- Develops and maintains extensive and effective networks within professional associations and within the community to ensure a continuous flow of potential candidates
- Identifies and researches new innovative and creative sourcing methods
- Utilizes online social and professional networking sites to connect with potential passive candidates
- Connecting with candidate to screens their suitability
- Follows processes to achieve SLAs / metrics
- Work within the technology platform (ATS) to track all aspects of the recruitment process for reporting purposes and talent management
- Effectively review talent from all channels, moving qualified candidates to the Recruiter for the next hiring process step
- Post jobs as requires on multiple sourcing channels

Education Background

Multimedia University | Malacca Campus
Bachelor of Business Administration (Hons) International Business
 2016



References

Available upon request