



AFIZA HANIM ABDUL MALEK

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An experienced HR and Capability professional with a passion for upskilling talents and someone who is dedicated to the continuous development and enhancement of employees' skills and abilities.

PROFESSIONAL EXPERIENCE

PETCO TRADING LABUAN COMPANY LTD (PTLCL), PETRONAS

Manager, Capability Management, Human Resource

2022 – Jan 2025

- **Lead HR Transformation PETCO into Asset Backed Trading entities**
 - ✓ Develop new career pathing framework for talents to be into Asset Backed Trading entities (new roles as Traders, Optimizers and Analytics). Identify skill requirement priorities (capability set, experience) e.g derivative trading, data analytics, advanced market analysis. Conducted assessment for talents suitable to be part of new entities. Assessment to assess talent suitability into new roles. Developed question of assessment to assess candidates based on Technology Inventory Rulers
 - ✓ Assess adequacy of skills requirements within current job roles, skill group career path structure, trading development program
 - ✓ Identify intervention to close gaps in requirements to build sustainable flow of skill workforce e.g – enhancement to career path structure, job rotation program, changes to training and development program (syllabus, program coverage etc)
 - ✓ Led the transformation of PETCO into Asset Backed Trading Entities, aligning with industry standards and regulatory requirements.
 - ✓ Developed and implemented a communication strategy to enhance talent skills and capabilities.
 - ✓ Created modules to upskill and reskill talent, ensuring the skills required to support PETCO
 - ✓ Developed and implemented performance management systems to support PETCO
 - ✓ Have experience in Agile Working
 - ✓ Have experienced in using Psychometric tools to assess candidates skill and competencies to assess for to roles
- **Develop Capability and Employee Value Proposition Framework**
 - ✓ Led HR workstream to develop Asset Backed Trading entities, collaborating with consultants to create the Technology Inventory Ruler (TIR) for new career pathing and talent management. Conducted benchmarking with external industries on best practices for capabilities
 - ✓ Developed a leadership program for leaders at PETCO to cultivate leadership culture that aligns with PETCO's mission
 - ✓ Created and implemented "The FARM," an in-house learning program to upskill internal talent in trading
 - ✓ Conducted training sessions and workshops for staff
 - ✓ Collaborated with consultants to conduct placement assessments to evaluate the skills and competencies of talents for new entities
 - ✓ Partnered with BP Singapore Private Limited to upskill PETCO talents on trading simulation and mentor junior traders in Asset Backed Trading
- **Develop Learning Program and Leadership Development**
 - ✓ Develop capability development framework to support trading entity through collaboration with various stakeholders in undertaking organizational capability assessments and evaluating the overall effectiveness of programs and recommended intervention plans to ensure flawless execution of capability development efforts as per policies/procedures and continuous availability of competent talent to support business aspiration and growth. Was part of Capability project team to conduct capability assessment to assess trader competencies for box placement into new closed scheme
 - ✓ Was part of task for Environment, Social and Governance (ESG) implementation for roll out at PETCO global offices.

- ✓ Develop Trading Development Program (TDP) for PETCO as part of talents feeder for Traders. Develop rotation learning program for the talents and conduct assessment to assess talent proficiency prior becoming a trader.
 - ✓ Develop bespoke learning program to upskill and accelerate learning needs to support business needs
 - ✓ Lead the development and monitoring of traders by establishing Trading Academy Framework, learning modules and Training needs to monitoring nomination and progression to internally develop highly specialized skillsets.
 - ✓ Develop and implement leadership development initiatives and plans for PETCO
- **Learning & Capability Transformation Roadmap**
 - ✓ Lead and manage the development and implementation of Leadership & Capability Transformation Roadmap with the aim to be fully independent from the main shareholders' companies.

REFINING MARKETING & TRADING, PETRONAS

Executive, HR Account Manager, Refining Marketing & Trading, Human Resource

2021 -2022

- ✓ Managed talent progression, mobility through strategic approach to nurture and advance employees within an organization.
- ✓ Client Relationship Management - Acted as the main point of contact between the HR department and key clients (internal and external), ensuring the alignment of HR strategies with business needs and objectives
- ✓ HR Service Delivery: Managed the delivery of HR services to multiple business units or clients, overseeing recruitment, employee relations, performance management, compensation, and benefits administration.
- ✓ Strategic HR Support: Partnered with business leaders to design and implement HR initiatives that support organizational goals, improve employee engagement, and drive business performance
- ✓ Recruitment and Talent Acquisition: Led end-to-end recruitment processes, from job requisition to onboarding, ensuring alignment with business requirements and corporate culture
- ✓ Employee Relations: Provided expert guidance on employee relations matters, addressing concerns, resolving conflicts, and ensuring compliance with labor laws and company policies

Executive, Strategy and Planning, Refining Marketing & Trading, Human Resource

2017 – 2021

- ✓ Develop talent strategy to support Refining, Marketing & Trading business requirements by conducting analysis on current state of Refining, Marketing and Trading sector. Develop manpower planning and talent strategy by comparing the current workforce to future needs to identify skill and capacity gaps. Create strategies for talent acquisition, development, and retention to fill the identified gaps. The inputs prepared for C-suite deliberation
- ✓ Develop analysis to assess productivity level of Downstream Refining, Marketing & Trading against production. This is to measure level of manpower productivity. The study had impacted Group level as it provides leading indicators for Downstream Business to assess level of productivity as compared to other Business and can be used as reference for benchmarking with other industries.
- ✓ Developed process flow to obtain manning during crisis and pandemic.
- ✓ Assist in formulating long-term strategies aligned with the company's vision and mission.
- ✓ Help identify new market opportunities and drive initiatives to support growth.
- ✓ Develop strategic plans for improving business processes, products, and customer experiences

Downstream Corporate Office, PETRONAS

Executive Capability Development, Human Resource

2016 – 2017

- ✓ Managed Technical Capability Assessment for Downstream Corporate Office
- ✓ Facilitate assessment for technical staff
- ✓ Monitor and track performance of talents ensuring gap closure

PETRONAS Chemical Group Berhad

2012 – 2016

Executive, Audit Planning, Internal Audit

- ✓ Develop Annual Audit Plan based on Risk Based Analysis. Conduct a thorough risk assessment to understand business objectives, strategies and risk
- ✓ Conducted Compliance audit on PCG's Group entities to ensure compliance with internal controls.

Executive, Economic Research Analyst, Corporate Strategy Planning, PETRONAS

2010 - 2011

- ✓ Economic Research & Data Analysis: Conducted extensive research on macroeconomic and microeconomic trends, including market conditions, GDP growth, inflation rates, and employment statistics, to provide actionable insights for strategic decision-making.
- ✓ Economic Forecasting: Developed and presented economic forecasts and projections based on quantitative and qualitative data analysis, helping senior management plan for future market conditions and risks.
- ✓ Policy Evaluation: Analyzed the impact of government policies, regulations, and economic events on the business environment, offering recommendations to mitigate potential risks and capitalize on new opportunities.
- ✓ Market Analysis & Reporting: Monitored market trends, competitor performance, and economic indicators to assess their potential impact on the company's operations and profitability.

Bank Negara Malaysia

2007 – 2009

Senior Executive, Economic Research

- ✓ Build and oversee comprehensive external sector surveillance system and conduct analysis, research initiatives and special focus in order to identify emerging trends and issues in external trade, provide clear and accurate analysis of the identifies trends and likely consequences to the economy
- ✓ Prepared analysis and insights on economic analysis to provide inputs to Business on current economic conditions
- ✓ Macroeconomic Research & Analysis: Conducted in-depth macroeconomic analysis to assess national economic performance, including GDP growth, inflation trends, fiscal policy impacts, and external sector dynamics (trade, capital flows).
- ✓ Monetary Policy Evaluation: Supported the development of monetary policy by analyzing economic data, market conditions, and financial indicators. Contributed to reports and presentations for senior management and policymakers to inform decision-making.
- ✓ Economic Forecasting: Produced economic forecasts on key indicators such as inflation, interest rates, and exchange rates. Utilized econometric models and statistical tools to predict future economic trends and assess potential risks to Malaysia's economy.
- ✓ Policy Impact Analysis: Analyzed the effects of national and international economic policies (monetary, fiscal, trade) on the banking system, financial markets, and the broader economy. Provided insights to guide policy formulation and adjustments.

MATRADE

2005 – 2007

Assistant Manager, Competency & Career Development Unit, Management Services

- ✓ Review and redesign current performance management process in alignment to new competency requirements enhancement

EDUCATIONS

International Islamic University Malaysia (2003 – 2004)

Masters in Economics (Applied Economic)

Northern University Malaysia (1998- 2002)

Bachelor of Economics (Hons)