

MS. SHARIFAH SUHAILA BT IDRIS

Puchong, Selangor | (+60) 13 238 0772 | sharifahs85@gmail.com | [LinkedIn](#)

Profile

A results-driven professional with over 10 years of experience in Training, Leadership, Performance Management, and Business Management. Proven track record in leading high-visibility projects and programs, managing technical and professional development courses and driving employee growth. Skilled in training and developing talent, resulting in career advancement and promotions. Successfully increased learning resources by 200% and optimized training delivery by integrating new software and technology.

Competencies Highlights

Human Resources	Leadership/Communication Skills	Budget Administration
Training & Development	Business Operations	Project Management
Employee Relations & Engagement	Interpersonal Skills	Program Development
Talent Management	Self-Motivated	Process Improvement
HR Policies & Procedures	Critical Position Identification	Presentation & Facilitation
Learning & Development Strategy	Succession Planning	Microsoft Office Suite Expert
Performance Evaluation & Measurement	Training Needs Assessment	Instructional Design
Employer Branding Management	Stakeholder Engagement	Learning Management Systems (LMS)
HR Consulting	Culture Transformation	Data Analysis and Reporting

Experience

TALENT MANAGEMENT, AM | VELESTO ENERGY BERHAD | GLC / OIL / GAS / ENERGY / PETROLEUM / DRILLING | JANUARY 2024 – PRESENT

Main Responsibilities:

Talent Management Leadership:

- **Talent Management Oversight:** Lead and manage all aspects of talent management and development programs, driving initiatives that align with organizational goals and foster employee growth.
- **Cross-Functional Collaboration:** Partner with HR teams and key stakeholders to design and implement career development pathways, training programs, and succession planning initiatives, ensuring alignment with business objectives and long-term talent strategy.

Talent Management:

- **Strategic Planning:** Develop and implement comprehensive talent management strategies to attract, develop, and retain top talent, ensuring alignment with organizational goals.
- **Framework Enhancement:** Lead the enhancement of the Talent Management Framework and secure approval from the Talent Council and Board Nomination and Remuneration Committee (BNRC) at Velesto.
- **Competency & Risk Assessment:** Collaborated with senior leaders to define job-specific competencies, assess the potential impact of key roles, and develop risk mitigation strategies for critical positions, ensuring organizational continuity.
- **Critical Position Instrument (CPI):** Developed the Critical Position Instrument (CPI), enabling stakeholders to assess and identify critical positions across all departments, enhancing workforce planning and talent management.
- **High-Potential Development:** Identify high-potential employees and create personalized development plans to nurture their skills and career growth.
- **Succession Planning:** Review and update succession plans for key positions, facilitating talent reviews and calibration sessions to ensure a robust pipeline of future leaders.
- **Skill Gap Analysis:** Develop and implement a Skill Gap Matrix (Core, Leadership, and Technical competencies) to assess employee skill levels, identify gaps in the leadership pipeline and proposed actionable development interventions, addressing talent gaps and strengthening future leadership capabilities.
- **Individual Development Plans (IDPs):** Partnered with HR teams to create Individual Development Plans (IDPs) for high-potential employees, ensuring their readiness for critical roles and long-term career growth.
- **Training & Workshops:** Conducted workshops and training sessions for department heads on using the CPI and interpreting assessment results, facilitating effective talent management and succession planning.
- **Performance Management:** Enhance and implement performance management systems, including goal-setting, performance reviews, and feedback mechanisms, integrating competencies into Key Performance Indicators (KPIs).

- **Budget Management:** Oversee the talent management budget, ensuring alignment with allocated resources and maintaining cost-effective talent-related initiatives.
- **Compensation Strategy:** Collaborate with HR Business Partners and the Compensation & Benefits team to design competitive compensation and benefits packages that attract and retain top talent.

Learning And Development:

- **Annual Training Strategy:** Design and develop the comprehensive Velesto Annual Training Directory (ATD) 2024, ensuring alignment with organizational goals and departmental needs.
- **Stakeholder Collaboration:** Partner with department heads and senior management to identify talent development priorities and tailor training initiatives accordingly.
- **Process Improvement:** Led the revision of key business processes, including transforming Velesto's onboarding program from a half-day briefing into a full-day, interactive session.
- **Customized Training Framework:** Execute the Talent Management Framework by delivering training programs tailored to the unique needs of different departments and employee groups.
- **Training Needs Assessment:** Conduct thorough assessments of training and development needs through surveys, performance reviews, Individual Development Plans (IDPs), and feedback to identify skill gaps.
- **E-Learning Solutions:** Explore and recommend e-learning platforms and tools to enhance training accessibility and engagement. Evaluate the potential investment in a Learning Management System (LMS) for streamlined content delivery and tracking.

Employer Branding/ Program Management

- **Talent Development Program:** Support the revamp of the Operations Talent Development Program in collaboration with the Operations team. Designed a 2-year program aimed at developing fresh graduates and young engineers into seasoned professionals, specifically within the drilling path.
- **Employer Branding:** Partner with marketing and communications teams to enhance the company's reputation as an employer of choice by launching the revamped iLEAP 2.0 Value and Culture Program across Velesto.
- **Industry Engagement:** Represent the organization at industry events, job fairs, and networking activities to promote Velesto and attract top talent.
- **External Partnerships:** Build and maintain strong relationships with key external partners, including universities, industry associations, certification bodies, consultants, and training providers, to strengthen talent pipelines and expand industry reach.
- **Offshore Training Program:** Manage the Offshore Understudy Training Scheme (Velesto Drilling Engineer Program), focusing on developing non-technical employees by providing hands-on experience in offshore operations.
- **Scholarship Program Management:** Oversee the Velesto Scholarship Program in partnership with the University of Petronas (UTP), revising scholarship coverage to align with the approved budget and ensure effective utilization.

Career Highlights

- **Annual Training Directory:** Developed and implemented the comprehensive Velesto **Annual Training Directory (ATD) 2024**, a key resource for the Talent & Learning team to manage and update training and event activities across the organization.
- **Skill Gap Assessment:** Designed and launched assessment tools and templates to measure skill gaps and identify development plans, leveraging the **70-20-10 learning model** to ensure targeted and effective learning initiatives.
- **Talent Management Framework:** Created the **Talent Management Framework** for 2024, securing approval from the **Board Nomination and Remuneration Committee (BNRC)**, aligning talent strategies with organizational goals.
- **ACCA Approved Employer Status:** Successfully registered **Velesto as an ACCA Approved Employer**, enabling ACCA members to gain professional development benefits, while also enhancing Velesto's ability to attract and retain top talent.
- **Culture Program Facilitation:** Led and facilitated the **New Culture** Program and supported the execution of culture initiatives across Velesto, driving alignment with the updated **iLEAP Core Values**.

MANAGER PEOPLE TALENT MANAGEMENT | DB SCHENKER LOGISTICS, MALAYSIA | MNC LOGISTICS/ SUPPLY CHAIN SOLUTIONS | 2022 – 2024

Main Responsibilities

Lead the Talent Management and Learning & Development which included the following:

- **Learning Strategy Development:** Design and implement comprehensive learning strategies and programs aligned with organizational objectives to drive employee growth and business success.
- **Annual Training Planning:** Develop and execute the annual training plan, managing HRD Corps resources to ensure the timely delivery of progress reports throughout course implementation.
- **Training Needs Assessment:** Conduct thorough training needs assessments and align programs with the expectations of target groups. Oversee recruitment and communication with trainers, consultants, and participants to ensure smooth course execution.

- **LMS Management:** Lead the administration and implementation of the Learning Management System (LMS), including system configuration, user management, and content development to enhance learning efficiency and engagement.
- **Performance Evaluation:** Establish and maintain individual and organizational performance evaluation methods to assess training content, delivery, engagement, and outcomes. Use data and metrics to validate knowledge transfer and measure return on investment (ROI).
- **Performance Management Cycle:** Manage the Performance Management cycle (goal setting, final appraisal review, and calibration) for Schenker Malaysia, overseeing the process, training, and communication with stakeholders to ensure alignment and consistency.
- **LMS Integration for Performance Development:** Implement and maintain performance evaluation and development methods via the LMS, ensuring continuous development and alignment with business goals.
- **Appraisal System Enhancement:** Developed and improved the manual appraisal system for Blue Collar employees at Schenker Malaysia, standardizing ratings and incorporating behavioral assessments in alignment with global score ratings to ensure consistency and fairness.
- **Goal Setting & Performance Appraisal Leadership:** Led and facilitated briefings on Goal Setting, KPI alignment, MyCareer Development Plans, Talent Reviews, Succession Planning, and Year-End Performance Appraisals. Provided ongoing support to stakeholders throughout these processes to ensure successful execution.
- **High-Potential Identification:** Collaborated with HR and regional talent leads to identify high-potential employees and secure nominations for the Global Schenker Talent Program, helping to build a strong pipeline of future leaders.
- **Performance Review Calibration:** Conducted performance review calibration sessions, offering constructive feedback and ensuring alignment across teams for fair and accurate performance evaluations.
- **Training Needs Analysis & Recommendations:** Identified organizational training requirements, providing actionable recommendations and implementing tailored solutions. Assessed effectiveness through methods such as Training Needs Analysis surveys, Individual Development Plans (IDPs), and direct feedback from Heads of Department (HODs).
- **Program Design & Development:** Designed and developed targeted training programs and curricula, partnering with internal subject matter experts and external vendors to achieve specific learning and development objectives (e.g., Contract Logistics Leadership Programs, Basic Supervisory Skills Programs).
- **Future-Ready Assessments:** Conducted Future Ready assessments to analyze performance, skill, and knowledge gaps, providing actionable recommendations for training and development to enhance both individual and company-wide capability and performance.
- **Digital Transformation in Learning:** Led the digitalization of learning & development processes, including training enrollment, approval workflows, post-training evaluations, and the development of a talent management dashboard to improve productivity and team efficiency.
- **Apprenticeship Program Management:** Implemented the Apprenticeship Program in collaboration with PERSOLKELLY MySTEP and the Malaysian-German Chamber of Commerce and Industry (MGCC-GMI), a 3-year program for selected talent. Provided operational support, established guidelines/SOPs, and continuously improved the program for greater impact.
- **Campus Hiring & Internship Programs:** Led Campus Hiring programs and managed internship initiatives, overseeing career fairs and exhibitions to enhance employer branding and attract top talent to the organization.
- **Employee Survey Initiative:** Spearheaded the implementation of the Employee Survey initiative across all regions, managing dual-language communication and tracking, resulting in a significant increase in participation for DB Schenker Malaysia.

Career Highlights:

- **Performance Appraisal System Migration:** Successfully migrated the manual performance appraisal process for blue-collar employees to **MS Forms and Power Apps**, standardizing the rating scale to **meet global requirements**. This significant achievement streamlined the process and improved efficiency across P&O Malaysia.
- **System Integration & Training:** Led the integration of a new system and delivered comprehensive **end-user training**, achieving a **95% adoption rate** during the mid-year review cycle.
- **Digital Transformation Leadership:** Spearheaded the change management efforts for a company-wide digital transformation initiative through the **Future Ready Approach**, ensuring smooth adoption and alignment with business goals.
- **Performance Appraisal Communication:** Led and conducted refresher training sessions and proactively communicated the **Performance Appraisal process** and timeline to all employees across the **Malaysia and Singapore Cluster**, ensuring clarity and consistency.
- **Employee Survey Participation:** Implemented **hybrid (dual-language) communications** for the Employee Survey, increasing participation from **37% to 68%**, and **ultimately achieving 81% participation**, surpassing the previous survey results and enhancing employee engagement.

SENIOR EXECUTIVE, HUMAN CAPITAL DEVELOPMENT | DIALOG GROUP BERHAD | OIL / GAS / PETROLEUM / TERMINAL BUSINESS | 2018 -2022

Main Responsibilities

- **Training Needs Analysis & Coordination:** Identify, analyze, and coordinate training needs across the organization, ensuring the effective implementation, monitoring, and evaluation of training programs to meet business objectives.

- **Training Effectiveness Assessment:** Collaborate with Heads of Department (HODs) and Managers to assess the effectiveness of training programs using Learning Management System (LMS). Conduct follow-up evaluations within 4 to 6 months post-training, analyze results, and take necessary actions to improve future programs
- **Training & Workshop Organization:** Organize in-house and external training programs, workshops, and sharing sessions based on the Annual Training Plan, specifically targeting managers and high-potential employees.
- **New Employee Induction (NEI):** Manage and facilitate the New Employee Induction (NEI) Program, serving as the host and HR-HCD presenter. Coordinate with all departments, consolidate presentation materials, and ensure an effective induction process for 15-20 new employees each month.
- **Young Graduates/Engineers Program:** Lead the Young Graduates/Engineers Program, a 2-year development initiative aimed at transforming fresh graduates and young engineers into seasoned professionals. Provide ongoing support, manage expectations, and ensure successful program completion.
- **Terminal Operations Attachment Program:** Implemented a 3-month development program for high-potential engineers, providing operational support to the HR team. Designed reporting documents, logbooks, process house rental protocols, and established program guidelines/SOPs. Continuously fine-tuned the program for improved efficiency and effectiveness.
- **MyBuddy@DIALOG Program:** Led the implementation of the MyBuddy@DIALOG Program, designed to support new hires during their first month with Dialog Group Berhad. Managed the monthly execution of the program, including planning, progress monitoring, and ensuring a smooth onboarding experience for new joiners.
- **iDocS Transition Leadership:** Spearheaded the iDocS transition for the HCD Department, serving as the project champion. Guided the HCD team through the migration of data from shared folders to iDocS Microsoft 365, provided troubleshooting support, and developed reference materials to ensure a smooth transition.
- **Staff Engagement Activities:** Organized and led quarterly staff engagement activities with Top Management for high-potential staff, fostering stronger relationships and providing opportunities for career development and feedback.
- **HRMS Implementation:** Contributed to the HRMS implementation project, transitioning to the new SuccessFactors/SAP system. Developed user guides, created technical documentation, and delivered End User Training to HQ and site offices, ensuring smooth adoption and system usage.
- **Learning Technology Management:** Managed learning technologies, including Learning Management Systems (LMS) and e-learning platforms. Created interactive multimedia courses using Articulate Storyline 360, enhancing the learning experience with graphics, videos, and engaging content.

Career Highlights

- **Terminal Operations Attachment Program:** Launched and implemented the **Terminal Operations Attachment Program**, a collaborative initiative between HCD, the **Engineering Department**, and the **Terminal Operations** team. Designed to continuously develop engineers and ensure they become well-rounded professionals, improving both technical skills and operational knowledge.
- **Young Engineers Program Revitalization:** Revived and successfully re-launched the **Young Engineers Program**, including conducting candidate briefings during the interview process. Served as the **program's focal point**, ensuring seamless coordination and providing ongoing support to program participants.
- **E-Learning Module Development:** Directed the creation of a comprehensive suite of **e-learning modules** focused on key business processes and compliance topics. Collaborated with **subject matter experts (SMEs)** to assess existing content, identify gaps, and convert instructor-led training (ILT) workshops into engaging, interactive e-learning courses that increased accessibility and learning effectiveness.

EXECUTIVE, LEARNING & DEVELOPMENT | BUMI ARMADA BERHAD | OIL / GAS / PETROLEUM / FPSO | 2011 – 2018

Main Responsibilities

- **Training Needs Analysis & Coordination:** Identify, analyze, and coordinate training needs across the organization, ensuring the effective implementation, monitoring, and evaluation of training programs to meet business objectives.
- **Training Effectiveness Assessment:** Collaborate with Heads of Department (HODs) and Managers to assess the effectiveness of training programs using Learning Management System (LMS). Conduct follow-up evaluations within 4 to 6 months post-training, analyze results, and take necessary actions to improve future programs.
- **Training & Workshop Organization:** Organize in-house and external training programs, workshops, and sharing sessions based on the Annual Training Plan, specifically targeting managers and high-potential employees.
- **New Employee Induction (NEI):** Manage and facilitate the New Employee Induction (NEI) Program, serving as the host and HR-HCD presenter. Coordinate with all departments, consolidate presentation materials, and ensure an effective induction process for 15-20 new employees each month.
- **Training Needs Analysis (TNA):** Planned, coordinated, and executed the Training Needs Analysis (TNA) for the Training Plan. Designed the survey methodology, managed participant recruitment, analyzed results, and provided actionable reports to guide training initiatives.
- **Onboarding & Talent Reviews:** Collaborated closely with HR Business Partners to facilitate the onboarding process for new hires, ensuring the successful implementation of training plans. Monitored and supported year-end talent reviews, identifying team strengths and areas for development.

- **Induction & Site Visits:** Managed the execution of the Induction Program, including organizing Vessel Visits to Kemaman Supply Base and Keppel Shipyard in Singapore on a monthly basis to provide new hires with hands-on exposure to operations.
- **Interactive Welcome Pack Development:** Revamped the onboarding experience by developing a new Interactive Welcome Pack for new joiners via Galleon (Intranet), replacing the outdated printed version and improving the digital experience for employees.
- **Lunch & Evening Talk Sessions:** Planned and organized monthly Lunch Talk sessions for all staff and Evening Talk sessions for Top Management, fostering engagement and knowledge-sharing with 15-20 participants each session.
- **Graduate Development Program (GDP):** Managed the Graduate Development Program (GDP), a 2-year initiative designed to develop fresh graduates into seasoned professionals, ensuring successful program execution and career progression for participants.
- **Training Provider Management:** Identified, selected, and managed relationships with external and internal training providers, ensuring the delivery of high-quality training programs that met the required standards and certification.
- **Training Coordination & Logistics:** Managed all aspects of training coordination, including venue booking, logistics, transport, and HRDF management via the legacy LMS system, ensuring smooth delivery and high attendance rates for training programs.

Career Highlights

- **Graduate Development Program (GDP) – Table Talk Initiative:** Initiated the **GDP Table Talk sessions**, creating a platform for **graduates to meet**, share experiences, and discuss challenges directly with the **Chief Human Resources Officer (CHRO)**, fostering open communication and career development.
- **Sustainability Committee Secretary:** Appointed as Secretary for the **Bumi Armada Sustainability Committee**, leading a **multi-cultural team** of dedicated volunteers across various business and functional units. Managed the execution of sustainability initiatives and monitored performance in key areas of **Environment, Social Responsibility, and Corporate Governance (ESG)**.

LEARNING & DEVELOPMENT EXECUTIVE | FLEXTRONICS MANUFACTURING (M) SDN BHD | MNC MANUFACTURING / PRODUCTION | 2009 – 2010

Main Responsibilities & Career Highlights

- **Induction & Code of Conduct Training:** Organized and conducted Induction Training and Code of Conduct sessions for 20-30 new employees on a monthly basis. Ensured follow-up and completion of the New Employee Orientation Review in alignment with the company's Training Policy.
- **Cleanroom Training & Certification:** Organized and conducted Cleanroom Training (ISO Cleanroom Class 5, 7 & 8), preparing and grading exam papers, and granting certification to employees, sub-contractors, and suppliers. Ensured compliance with industry standards and internal training requirements.
- **Improved Certification Success:** Successfully reduced the failure rate for Cleanroom Re-certification by implementing dual-language training for technicians and operational employees, improving understanding and performance.
- **Training Needs Analysis:** Assisted the Training Manager in identifying employee training needs through continuous analysis of job requirements, performance appraisals, and regular discussions with supervisors, mid-level managers, and the CHRO.

ADMIN AND FINANCE EXECUTIVE | KS CONSULTING ENGINEERS SDN BHD | CONSULTING (IT, SCIENCE, ENGINEERING & TECHNICAL) | 2009 – 2009

Main Responsibilities & Career Highlights

- **Administrative, Finance, & HR Support:** Performed a wide range of administrative, finance, and HR management duties as required by the Management, ensuring smooth operational support across various functions.
- **Administrative & Vendor Management:** Managed day-to-day administrative functions, including monitoring inventory, handling vendor relations, tracking payments and claims, and managing utility bills. Generated and maintained inventory records and prepared regular reports to ensure accurate documentation and timely follow-ups.
- **Document Management:** Provided comprehensive document management support, including preparing letters, handling incoming and outgoing correspondence, and maintaining filing systems for documents from Architects, Contractors, Project Owners, Authorities, and consultants (C&S, Q&S).
- **EPF & SOCSO Registration:** Successfully registered the company for Employee Provident Fund (EPF) and Social Security Organization (SOCSO) contributions, ensuring compliance with local regulations and employee benefits.
- **HR Administration:** Managed various HR tasks, including tracking weekly attendance, maintaining leave records, processing salary payments, and handling claims payments to ensure timely and accurate HR operations.

HUMAN RESOURCE INTERNSHIP| PHARMANIAGA BERHAD | GLC (BIOTECHNOLOGY / PHARMACEUTICAL / CLINICAL RESEARCH) | 2008 – 2008

Main Responsibilities & Career Highlights

- **HR Management Support:** Provided comprehensive support in HR management and assisted with various duties and activities as assigned by Management, contributing to the smooth functioning of HR operations.
- **Document Management & Filing:** Maintained and updated key HR documents, including Job Descriptions, Confirmation Files, Recruitment Payment Files, CV Files, and Staff Transfer and Recognition Files, ensuring proper documentation and easy access.
- **Recruitment Support:** Assisted in resume screening, coordinated interviews for all departments, and liaised with recruitment agencies to source top talent for vacant positions, helping to meet staffing needs.
- **Event Representation:** Represented Pharmaniaga Berhad in company events, including the UEM Media Boogie Hunt, and participated in the Pharmaniaga Bowling Tournament as a representative of the HR Department, fostering team engagement and company visibility.
- **Monthly Morning Assembly (MMA):** Assisted in the preparation and execution of the Monthly Morning Assembly (MMA), including the design and production of a birthday video to celebrate staff birthdays, enhancing staff engagement during the assembly.

Education

BBA (HONS), HUMAN RESOURCE MANAGEMENT | 2007 – 2009 | UNIVERSITY TEKNOLOGI MARA (UITM)| SHAH ALAM, SELANGOR

Activities and Society

- Committee Member of HURES's (Human Resource Society) in UiTM
- Actively involved in Human Resources Society (HURES) UiTM Shah (2007-2009)

Achievements

- Head of Bureau of Gift and Certification for the program of Effective Interviewing Skill Seminar, UiTM Shah Alam (2008)
- Secretary for HURES's Charity Program, "Ticket to Heaven, Journey to Knowledge" (2007)

DIPLOMA IN ACCOUNTANCY | 2003 – 2006 | UNIVERSITY TEKNOLOGI MARA (UITM)| SEGAMAT, JOHOR

Activities and Society

- Exco of PERSIDA (Persatuan Siswa-Siswi Diploma Perakaunan) in UiTM Johor (2005-2006)
- Committee of Debate Club in UiTM Johor (2006)

Achievements

- Editor of PERSIDA's Magazine, UiTM Johor (2006)
- Project Leader for PERSIDA's Annual Dinner, UiTM Johor (2006)
- Ad hoc for Debate Competition of Southern Campus University, Piala Citra Daksina (2006)
- Multimedia and Publicity Exco of PERSIDA committee (2005-2006)
- Facilitator for Accounting Students Induction Program (2005-2006)
- First Runner-Up of Writing Competition (2005)
- First Runner-Up in Choral Specking and Choir Competition – representative of Baiduri College UiTM Johor Branch (2005)

Skills

Advanced Intermediate

- MS Excel, MS PowerPoint, MS Word, MS Publisher, Microsoft 365 & MS Teams
- Articulate 360, AIPS Oracle, SAP Success Factor, TalentSoft, MS PowerApps, MS PowerBi, Canva

Languages

Written

- English - Excellent
- Bahasa Melayu – Excellent

Spoken

- English - Excellent
- Bahasa Melayu – Excellent

Recognition, Award & Affiliation

- Bumi Armada Berhad - Five Years Long Service Award 2016
- Best Student for Effective English Class 2012 (Admin and HR Department – in house training)
- Sustainability Steering Committee for Bumi Armada Berhad - Secretary

Certifications

- Jun-12 FACET5 Accreditation Program - Woodley Gemmell Pty Ltd (Australia)
- Mar-11 3-Days Accreditation Program (DISC Profiling) - Hann Consulting (Asia)
- May-10 Cleanroom Training & Certification (Class 5, 7 & 8) - Flextronics International.

Growth & Development

- Dec-24 Drilling for Non-Driller
- Oct-24 Catalyst for Success: Mastering Core Leadership Competencies for Assistant Managers
- Aug-24 Seminar Tripartite Antara Industri, Pusat Latihan dan Pendidikan TVET, dan Agensi Kerajaan 2024, (Sarawak)
- Oct-23 NHCCE 2023 - National Human Capital Conference & Exhibition, KL
- Sept-22 Dialog Berstruktur Tripartite 2022 Wilayah Tengah : Meningkatkan Kebolehkkerjaan Graduan TVET
- Aug-20 Mastering Articulate 360
- Apr-19 ISO 45001: 2018 Awareness Training
- Apr-19 Success Factor Learning Management System
- Jan-19 Microsoft 365 iDocS Champions Training
- Oct-18 MS Excel 2016 (Advanced)
- Nov-16 HRDF Conference & Exhibition 2016
- Nov-16 Project Management Essentials (PME) Training
- Jul-16 MS Excel 2013 (Intermediate)
- Jun-16 Effective Negotiation Skills
- Sep-14 Planning, Scheduling and Costing
- Jun-14 Creative and Analytical Thinking Skills
- Apr-14 Presentation Skills
- Nov-13 Communication Skills
- Oct-13 Overview of the Malaysian Oil & Gas Industry and the Field Development Value Chain
- Jun-13 Training Excellence: Train the Trainer
- Mar-13 Graduate Development Congress 2012, (Singapore)
- Nov-12 Increase Productivity in the Workplace with Microsoft Office 2012
- Oct-12 City Survival Skill Program for Ladies
- Jun-12 Effective English Communication
- May-12 Personal Leadership Workshop
- Mar-12 Training Need Analysis 2012
- Nov-11 Job Analysis Workshop
- Aug-11 Success with Self - Management
- Aug-11 Team Building - Sharing a Common Goal

Volunteering & Community Involvement

Collaborate with the NGO, Charitable Association for various activities as below:

- | | |
|------------------------------|--|
| Social Services | <ul style="list-style-type: none">▪ Organizer and Volunteer - World Stop Hunger Now▪ Organizer and Volunteer - PERTIWI Soup Kitchen for the Homeless |
| Animal Welfare | <ul style="list-style-type: none">▪ Organizer and Volunteer - Turtle Conservation and Awareness Program |
| Environment | <ul style="list-style-type: none">▪ Organizer and Volunteer - FRIM Carbon Conservation Program |
| Humanitarian Relief | <ul style="list-style-type: none">▪ Activist and Volunteer - Muslim Care Malaysia, Aman Palestine, Syria Care Malaysia, Islamic Relief Malaysia and Worldwide |
| International Mission | <ul style="list-style-type: none">▪ Volunteer Leads for International Mission, Facilitating Water Access in Central Northern Part of Bangladesh (FWAB) – Islamic Relief Malaysia |