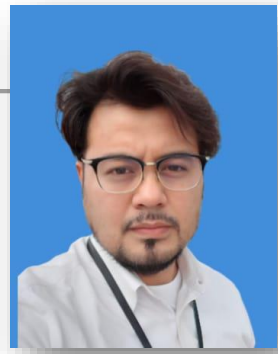

Hazman Hasim

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Education

- **BBA (Hons) International Business**
Universiti Teknologi MARA (UiTM)
- **Diploma in Entrepreneurship**
Kolej Profesional MARA, Melaka

Professional Summary

Dynamic and passionate HR professional with extensive experience in stakeholder engagement, leadership development, and human resource management. Proven ability to manage end-to-end HR processes, develop strategic HR plans, and foster a positive organizational culture. Adept at multi-tasking and wearing different hats as needed.

Key Skills

- **Stakeholder Engagement & Recruitment:** Expertise in organizing impactful stakeholder engagements and recruitment processes.
- **Leadership & Succession Development:** Skilled in managing leadership development, training needs analysis, succession planning, and change management.
- **Human Resource Management:** Comprehensive experience in HR functions including payroll, policy development, employee relations, and compliance.
- **People Engagement:** Highly passionate about human resource development and employee engagement.

Professional Experience

Human Resources Business Partner

Affin Bank Berhad | Dec 2023 – Present

Reporting to: Head HRBP

- Involved in business planning and HR strategy formulation.
- Developed HR plans for employee relations, industrial relations, and HR administration.

- Provided proactive HR advice on coaching, career development, and disciplinary actions.
- Managed communication plans and awareness programs.
- Acted as a change agent during organizational realignment.
- Addressed staff grievances and collaborated with internal stakeholders.
- Participated in performance management and governance of manpower.
- **Achievements:**
 - Successfully implemented performance management system, resulting in a 20% increase in employee productivity.
 - Led a team that reduced employee turnover by 15% through improved engagement initiatives.

Human Resources Business Partner

Eastman / Flexsys | Gebeng, Kuantan, Pahang | Jun 2022 – Dec 2023

Reporting to: HR Director APAC

- Advised management on HR-related issues for the APAC region.
- Administered payroll and company policies.
- Recruited new hires and assisted in manpower planning.
- Ensured compliance with labor laws and statutory requirements.
- Developed and implemented policies and procedures.
- Coordinated training programs and enhanced employee welfare.
- Managed expatriate housing and logistics.
- **Achievements:**
 - Streamlined the payroll process, reducing errors.
 - Implemented a new employee onboarding program, improving new hire retention by 25%.

Leadership & Succession Development

MISC Berhad | Menara Dayabumi, Kuala Lumpur | Dec 2018 – May 2022

Reporting to: General Manager HR Development

- Prepared succession planning materials and managed talent development.
- Implemented leadership development programs and interventions.
- Administered leadership training and monitored training budgets.
- Supported culture change initiatives and communication efforts.
- **Achievements:**
 - Developed a leadership competency framework that was adopted company-wide.
 - Increased leadership training participation by 40% through targeted communication and engagement strategies.

Learning and Development, Change Management

BASF PETRONAS Chemicals Sdn. Bhd. | Gebeng, Pahang | May 2015 – Dec 2018

Reporting to: Head of Learning & Development

- Conducted training needs analysis and developed training roadmaps.
- Formulated and monitored performance management systems.

- Provided internal training and developed training databases.
- Led leadership development training and supported talent management.
- **Achievements:**
 - Designed and implemented a comprehensive training program that improved employee skills.
 - Successfully managed a change management project that resulted in a smoother transition during organizational restructuring.
 - Project Manager for one of the Change Management Initiative and successfully conducted launch and implementation of the new tools for Culture Management.

HR Consultant and Advisory

Pembangunan Sumber Manusia Berhad | Bukit Damansara, Kuala Lumpur | Aug 2012 – May 2015

Reporting to: Head of SME Division

- Provided HR consultancy and advisory services.
- Managed HR functions including recruitment, payroll, and employee relations.
- **Achievements:**
 - Advised on HR policies and Training Needs Analysis.
 - Successfully led a project to revamp the TNA Workshop and rewrite the training module.

Human Resource & Admin Officer

Various Companies | Dec 2009 – Aug 2012

Reporting to: Head of HR Department

- Managed HR and administrative functions.
- Developed and implemented HR policies and procedures.
- **Achievements:**
 - Implemented an employee engagement program that increased employee satisfaction.
 - Developed and rolled out new HR policies that improved operational efficiency.

References

1. **Koljit Singh**
☎ +6016 6087751
 2. **Teo Kim Lai**
☎ +6012 9561621
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