

CURRICULUM VITAE

A. PERSONAL PARTICULAR

Full Name : **MUHAMMAD SUFIR MAZNI**
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Age : 34 years old
Marital Status : Single
Nationality : Malaysian
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B. ACADEMIC QUALIFICATIONS

YEAR	AWARD/DIPLOMA/CERTIFICATE	QUALIFICATIONS
2014	Bachelor of Business Administration (Marketing) (Honors) <i>Universiti Teknologi Malaysia (UTM)</i>	Second Class Upper
2009	Matriculation <i>Kolej Matrikulasi Perlis</i>	3.23

C. WORKING EXPERIENCE

YEAR	POSITION	ORGANIZATION
Oct 14 - April 25	Executive, Talent Development	Bank Rakyat, Performance & Talent Development
27 Jan - 11 July 2014	Internship	Talent Supply, Group Talent and Performance Management, Group Human Capital

Responsibilities: -

1. Executive, Talent Development (Oct 14 – April 25):

- ♦ Design, plan, coordinate and manage the organizational development process that includes the Succession Plan, Assessment Centre, human capital development and retention of talent and productive employee.
- ♦ Manage the execution of relevant, structured and systematic development programs in accordance to the competency requirements (INSPIRE) of the Bank through research and bench marking studies of the banking industry and relevant other industries and any policies imposed: -
 - Talent Management & Succession Planning Development initiatives
 - Leadership & Managerial Skills programs
 - Assessment Centre
 - Training Need Analysis
 - Other soft skills program

- Ad-hoc/Special Projects related to talent development

Senior Management & Development Program

- ♦ Engaged and planning local and overseas training for leaders and senior management
- ♦ Planning and designing framework for leader's engagement called Leaders in Action. Managing the program for leader's engagement with employee in the organization.

Talent Assessment Center

- ♦ Planning and designing the Talent Assessment Center in identify the gaps and development for high potential talent and successor.
- ♦ Engaged and collaboration with potential consultant and evaluating the suitability of the assessment tools for the assessment center
- ♦ Develop and Identify the suitable assessment process in identify the future Islamic Banker (Management Trainee) for the Bank.
- ♦ Establish and develop internal assessor for the Talent Assessment Center.
- ♦ Execute and monitor the implementation of Talent Assessment Center in validating the High Potential Talent result from Talent Class (9 box matrix).

Talent & Successor Structured Development Program

- ♦ Analyze the need of development program for the talent and successor in the Bank.
- ♦ Establish the High Potential Talent Development Framework and Successor Development Framework.
- ♦ Benchmarking with the market on the essential skills/knowledge for the future leader's readiness.
- ♦ Identify the talent and successor using internal process and nomination.
- ♦ Engaged with consultant in designing the structured program and identify the right program for the talent & successor based on leadership and technical competencies.
- ♦ Monitoring of the development journey for talent and successor in Bank Rakyat.
- ♦ Arranged/planning the validation of successor and talent for the Bank.
- ♦ Execute and monitoring the implementation of development program for High Potential Talent and successor of Bank Rakyat.
- ♦ Identify and develop the 4 level of evaluation with consultant in evaluating the behaviour change of the high potential talent and ROI for the Bank.
- ♦ Monitor the performance and evaluating the development gaps.
- ♦ Establish assessment in assessing the development gaps for the High Potential Talent that attending the development program.
- ♦ Establish development journey for the successor (top management, Senior Vice President/Vice President and Manager level)
- ♦ Establish Talent Council Framework for the High Potential Talent.

Career Conversation / Talent Potential

- ♦ Implementation of career conversation for the employee.
- ♦ Assist in facilitating and conducting activities/process in identifying the talent classification for employee in the Bank.
- ♦ Managing the whole process for talent identification for internal process.

Management Trainee

- ♦ Designing and planning the framework for the management trainee program.
- ♦ Planning on the development journey of management trainee for the two years' program.
- ♦ Administration and monitoring the performance and attachment of Management Trainee into the business.
- ♦ Engaging and validating the provider/consultant for program under Management

trainee development.

- ◆ Arranged professional certification journey for the Management Trainee.
- ◆ Involved/planning on the assessment center for the Management Trainee Intake.
- ◆ Pairing/identify coach and mentor for management trainee.
- ◆ Evaluating/feedback for the performance of the management trainee.
- ◆ Establish Continuous Development framework for the management trainee.
- ◆ Identify the potential module for the continuous development.
- ◆ Establish and develop monitoring excel in monitor the performance of management trainee.

Action learning

- ◆ Designing the learning exercise that focusing into 20% and 70% of learning in enhancing the experience and knowledge for the targeted group.
- ◆ Establish the Action Reaction framework that focusing into the engagement between the senior leaders with high potential talent and successor of the bank

- ◆ Benchmarking/researching the trend on action learning in the market and essential skills/knowledge for leaders.
- ◆ Engaging the employee of bank Rakyat with leaders.
- ◆ Create a platform for engagement session within the Bank.

Others

- ◆ Researching and planning new initiative in supporting the learning and development of High Potential Talent and Successor of the bank with approach that align with business plan and current market needs.
- ◆ Establish coaching culture in the bank to promote the importance of coaching between leaders and employee of the bank.
- ◆ involved in employee engagement where the focus is on the event and programs that promote employee wellness and wellbeing.
- ◆ Establish outdoor leadership development that focus on the experiential learning in developing the survival skills for the future leaders.
- ◆ Establish high potential talent and successor dashboard in monitoring the gaps and development.
- ◆ Establish the performance monitoring in monitoring the management trainee for upgrading.

2. Internship, Maybank

Scholarship

- ◆ Involved in the selection process of new scholars.
- ◆ Identify the potential scholars for the scholarship based on the requirement and guideline given.
- ◆ Filtering the submitted application for the scholarship.
- ◆ Involved in the selection process of potential provider in assessing the scholars potential
- ◆ involved with the assessment process for the scholars in identify the potential scholars to be award the scholarship.
- ◆ Handling payment and database for existing and new scholars.
- ◆ To ensure the payment to the university and scholars as per timeline.
- ◆ Manage scholars database in updating their profile.
- ◆ Handling and planning the scholarship event in awarding the new scholars.

Pipeline

- ◆ Involved in the selecting process of fresh graduate pipeline for Global Maybank Apprentice Program (GMAP).
- ◆ Arranged the attachment for the GMAP pipeline and update profile and list of GMAP.
- ◆ Involved in the interview process and career fair in looking for potential employee for the company.
- ◆ Filtering and selection process of new intern for the requested department.
- ◆ Ensure the suitability of internship application with the requested department.
- ◆ Handling the payment process for the intern every months and to ensure the calculation of the allowance as per guideline.
- ◆ Managing the internship report for all intern in the company and arrangement of final presentation from the intern.

D. OTHERS

1. IT Skills : MS Office 2007-2010 (Word, Excel, Power Point & Outlook)
2. Languages Spoken : Malay and English

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