

# MUHAMMAD HAZIQ KHAIREE BIN AJI

Senior Executive Human Resource, Organizational Development

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Bandar Seri Putra, Kajang, Selangor.

## PROFESSIONAL SUMMARY

Results-driven Human Resources professional with 7+ years of experience, specializing in organizational development and performance management. Successfully led initiatives that align employee performance with company objectives, driving productivity and organizational growth. Experienced in talent management, rewards, recruitment, HR process improvement, performance management, compensation and benefits, succession planning, job description and job evaluation. Committed to optimizing HR processes through ISO standards and effective systems. Aspiring to further excel as a strategic HR practitioner.

## WORKING EXPERIENCE

### MALAYSIA RAIL LINK SDN. BHD. (2017 – Present)



May 2022 – Present

#### Senior Executive Human Resource

- Implemented succession planning framework for middle management, strengthening leadership pipeline across divisions.
- Led full PMS cycle including KPI setting, mid-year reviews, appraisals, and rewards; ensured 100% timely completion across departments.
- Transformed performance management from manual, to a system-based KPI and competency framework.
- Managed e-PMS system and analysed performance data to support fair and evidence-based talent decisions.
- Prepared strategic reports and presentation materials for biannual Talent Development Committee meetings.
- Revamped and standardized job descriptions company-wide, aligning roles with strategic and operational goals.
- Spearheaded job evaluation exercise and compensation benchmarking, supporting a competitive and equitable pay structure.
- Digitalized complete HR documentation processes, including personnel files, policies, and appraisal records.
- Appointed as Support Services Coordinator, responsible for strategising and executing Corporate Services support functions to ensure a smooth transition from railway construction to operational readiness.

## WORKING EXPERIENCE (CONT.)

May 2019 – Apr 2022

### Executive Human Resource

- Successfully hired 200 contract employees under the MySTEP government initiative, meeting talent targets ahead of schedule.
- Developed and executed succession planning strategy for C-suite and senior leadership roles, improving leadership readiness.
- Revamped performance management system from competency-only to integrated KPI and competency-based approach.
- Managed full-cycle Training & Development: from receiving training requests, vendor liaison, to post-training evaluation.
- Developed and maintained the company's Annual Training Plan in alignment with departmental needs and budget.
- Handled end-to-end HRDF claims (SBL & SBL-KHAS) ensuring timely submissions and maximum grant recovery.
- Prepared training budgets, monitored expenses, and ensured cost-effective execution.

Dec 2017 – Apr 2019

### Junior Executive Human Resource

- Managed full-cycle recruitment for various departments and positions, ensuring timely and high-quality hires.
- Managed end-to-end *Program Latihan Kemahiran Industri* (PLKI) onboarding, covering training coordination, placement, and induction to support site readiness and workforce integration.
- Administered staff claims and internal communication processes, ensuring compliance and accuracy.
- Facilitated migration from manual to system-based staff claim processes, increasing efficiency and reducing processing errors.
- Served on ISO implementation committee, supporting documentation and audit readiness for HR processes.

## CERTIFICATIONS / PROFESSIONAL TRAINING

- Job Evaluation (Korn Ferry) – 2024
- Job Description & Job Evaluation Workshop – 2023
- Basic Occupational First Aid, CPR & AED Training – 2018, 2022, 2024
- Certified KPI Professional (KPI Institute) – 2023
- Employment Act 1955 & Regulations (MEF) – 2020
- Training Needs Analysis (MEF) – 2019

## TECHNICAL SKILLS

- Harrisson Assessment
- HRIS (Orifsoft)
- HRDCorp Portal (eTRiS)
- Jobstreet / SEEK
- LinkedIn
- Microsoft Office (Excel, Word, PowerPoint, Outlook, OneDrive, SharePoint & Teams)

## EDUCATION

- **Bachelor of Economics with Honours (Human Resource Economics)**  
Universiti Malaysia Sabah (UMS), Malaysia  
*Graduated: 2017*
- **Sijil Tinggi Persekolahan Malaysia (STPM)**  
SMK Kuhara, Tawau, Sabah  
*Graduated: 2014*

## ADDITIONAL INFORMATION

### Malaysia Rail Link Sdn. Bhd.

- Actively participated in career fairs, managing end-to-end engagement with organisers to ensure smooth execution and effective talent attraction.
- Engaged regularly in company sports and recreational programs to promote employee wellbeing and team spirit.
- Appointed as Emergency Response Team member and Floor Marshall, ensuring workplace safety and preparedness during emergencies.

### Universiti Malaysia Sabah (UMS)

- Appointed as Treasurer of Human Resource Economics - Managed financial planning and budgeting for the course committee, ensuring transparent and efficient use of funds.
- Actively participated in faculty-organised sports events, promoting teamwork and student engagement.
- Coordinated a blood donation campaign that set the record for the highest number of donations outside the hospital.

## REFERENCE

**Haileena Binti Husin**  
Manager, Human Resource  
Malaysia Rail Link Sdn. Bhd.  
**012 222 5402**

**Ahmad Azwadi Bin Ameruddin**  
Senior Manager, Finance  
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**012 282 5583**