



Nurul Afifah Ab Rahman

Capability at Unilever Malaysia

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Summary

Dynamic and versatile Human Resources and Capability Development professional with years of experience across the FMCG, food & beverage, and medical device manufacturing industries. Adept at designing and leading learning strategies, talent development programs, and employee engagement initiatives to drive business performance and workplace culture.

Top Skills

- Learning & Development
- Human Resources Management
- Business Partnering
- Employee Experience & Engagement
- Talent Acquisition & Workforce Planning
- Project & Analytical Expertise

Languages

- English (Full Professional)
- Malay (Full Professional)

Experience

Unilever

1 year 1 month

MYSG Capability Specialist

April 2025 - Present (4 months)

Federal Territory of Kuala Lumpur, Malaysia

Lead and execute strategic capability development initiatives for the UFS team in Malaysia and Singapore, driving business performance through learning programs, onboarding, coaching, and employee engagement. Foster a culture of continuous learning that supports both personal development and organizational growth.

- Align local capability plans with Local, Global, and SEASA, strategies.
- Develop and manage a training roadmap tailored to evolving business needs.

- Facilitate classroom sessions, field coaching, and learning reinforcement across sales and support teams.
- Support Chefmanship and Marketing initiatives through targeted product training for internal staff and external partners.
- Maintain capability standards within Customer Development (CD) recruitment and onboarding processes.
- Own and deliver the monthly New Hire Onboarding Program for UFS, ensuring role clarity, product immersion, and cultural alignment.
- Lead and coordinate key engagement initiatives to foster team building and align teams with strategic priorities (e.g., MYSG Connects, H2 Kick-Off & etc.)
- Identify, coordinate, and manage external training providers to deliver specialized development modules.
- Oversee logistics, schedules, and post-training evaluations, ensuring third- party content aligns with UFS values and business goals.

UFS HR Business Partner

July 2024 - March 2025 (9 months) **Malaysia**

- Being the first point of HR contract of the country team for a seamless employee experience journey.
- Implementing the People agenda in the country
- Managing all human resources activities and priorities for the country team (marketing, CD, finance, chefs...)
- Responsibilities include, but are not limited to, local Talent Management, Employee Engagement, Employee Relations, Conflict Resolution, Employment Law/Legal Compliance, Performance Management, Wellbeing and advising in HR processes.
- Maintains effective employee relations through regular connections with employees in their functional organization, including field locations where applicable.
- Ensures and facilitates HR service delivery to the business.

Nestlé

3 years 10 months

Talent Management & Learning Development

August 2022 - July 2024 (2 years) **Shah Alam, Selangor, Malaysia**

- Timely execution of end-to-end recruitment process from sourcing to onboarding of T&P employees, interns, and non-management staff
- Workforce and succession planning to acquire the right talents for key roles in the organization
- Plan, organize and facilitate onboarding for new hires which includes but is not limited to coordinating onboarding trainings
- Work with Corporate Learning & Capability team in ensuring smooth deliverable and 100% completion of corporate learnings
- Drive and act as SPOC for Fit2Win (continuous capability building exercise to close the competencies' gaps for First Line Managers and Technical Supporting Functions)
- Handle external training for employees by administering the training registrations and applying grants in HRDF
- Manage and coordinate on-site mandatory and functional training courses for shop floor employees and update the attendance together with issuance of certificate of the training

- Develop and full execution of engagement programs for T&P talents for their functional and leadership development
- Run the full spectrum of engagement activities and celebrations happening on site
- Manages and processes employee lifecycle from recruitment, onboarding, development retention and separation in system and offline
- Ensure and improve employee satisfaction at workplace by implementing mentor mentee program, encouraging career aspiration talk as well as creating engagement platform
- Advise stakeholders and solve problems regarding HR policy, HR operations and HRIS related matters
- Support continuous improvement for factory and HR processes by identifying opportunities and developing solutions especially on automation
- HR Business Partnering for Culinary Plants that ensure the smooth production by resolving people related issues in the plant
- Ensure good documentation and record keeping on training and employee personal file
- Updating HR Database in SuccessFactor and continuous maintenance of accuracy

Management Trainee Human Resources

October 2020 - July 2022 (1 year 10 months) Malaysia

1. Talent Acquisition (4 months)

- Managed end-to-end cycle recruitment for Nespresso, Nestle Ice Cream and Confectionary Business Units as well as some Singapore roles from sourcing to onboarding of employees
- Initiated and launched the Employee Referral Program
- Sourced and screened for mass hiring of Management Trainee candidates in Supply Chain function

2. HR Business Partner (4 months)

- Execute new hire, internal transfer, upgrading or promotion, off cycle salary increment and management trainees
- Oversee Annual Salary Review and Short-Term Bonus
- Manage reporting on monthly manhours, headcount and COVID-19 issues
- Convey staff movements and condolences

3. HR Payroll (5 months)

- Managed end-to-end process of employee life cycle from hiring, confirmation extension, upgrade, transfer, retirement, withdrawal, deaths
- Carried out reimbursements, salary raises, bonuses, claims, salary notice in lieu; and processing payments so employees are paid on time.
- Processed company's payroll every pay period
- Identified, investigated, and resolved discrepancies in timesheet and payroll records
- Completed payroll reports for record-keeping purposes or managerial review
- In charge of CARE (Working Hour) Compliance reporting and documentation upkeep

4. HR Operations in Factory (6 months)

- Compiled and validated documents for all employees under third parties for audit
- Managed product launching event and COVID-19 program across factory
- Initiated and executed factory-wide facilities improvement projects
- Delivered mandatory training courses for new hires
- Formulated policies and procedures on preventive measures of COVID-19
- Implemented digital transformation for shop floor employees

Top Glove

Human Resources Executive Recruitment October 2019 - September 2020 (1 year)

Klang, Selangor, Malaysia

- Managed full cycle recruitment from identifying potential hires to interviewing and evaluating candidates
- Created advertisements online and offline for job openings and blast them out on various platforms
- Sourced and screened potential candidates from various online and offline channels
- Conducted phone interviews using BEI knowledge
- Provided qualified JM Level (Junior Management) candidates to hire managers and set interview appointments
- Prepared and distributed assessments (Behavioral, Mathematics, IQ, General Question, Values Selection) for candidates
- Handled administrative duties and recordkeeping
- Collaborated with all managers to identify future hiring needs in every department

Nestlé

Quality Assurance Intern

March 2019 - June 2019 (4 months) Shah Alam, Selangor, Malaysia

- Prepared various types of medium cultures for microbe tests in Media Preparation Lab
- Diluted environmental samples in General Bacteria Lab
- Handled machines such as pH Meter, Mediaclave, Mediajet, Peristaltic Pump PM 05, Automated Filler XY500, Autoclave, Dilumat and Bagmixer
- Trained on GLP (Good Laboratory Practices), Laboratory Safety and Biosafety
- Familiarized with waste disposal, humidity control, hazardous risks in workplace, Enterobacteriaceae Enumeration-Petrfilm, and "Calculation of Results of Enumeration Method"
- Participated in Safety Improvement Project
- Revised the Safety Data Sheets of chemicals in Microbiology Lab

Education

Universiti Teknologi MARA

Bachelor of Applied Science - BASc, Food Science and Technology · (2015 - 2019)