



Iqbal Mirza bin Mohd Jalaludin

Petaling Jaya

44 years old

University Technology Mara (Diploma in Public Administration)

Open University (Degree in Business Administration)

Member of Malaysian Institute of Human Resource

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Summary

I have over 17 years of experience in HR spread across Business Partnering, Recruitment, Compensation & Benefits Management, Performance Management and Operations. Most of my experience has been with high technology product organisations.

I'm passionate about:

1. Understanding the business and enabling them in achieving their objectives.
2. Sharing my knowledge and experience with students who are on the threshold of a career in HR.

Specialties: 1. Experienced in the areas of Compensation & Benefits Management, Performance Management, Recruitment, Organizational Development, Employee Relations, PR etc.

Experience

Company Name : Mentari Knowledge Base Sdn Bhd

Position Title : Trainer

Training Programme : Stress Management

Company Name : Malaysian Institute of Human Resources Management

Position Title : Consultant / Trainer (Freelance)

Date Joined : 2015 to current

Main Responsibilities

Consultation:

- Human Resource Planning
- Functional Collaboration With Operational and supporting Departments and unit Heads in a company
- Employee Recruitment and Procedure
- Employee Administration systems and Employee Handbook , HR Disciplinary Action
- Term and conditions of employment and salary systems
- Compliance with Statutory requirement
- Orientation, training and development system

Programme lecture and training conducted :

- Managing Absenteeism
- Handling Difficult people
- Promoting Harmonious and higher productivity
- Managing People performance
- Creating positive and work culture
- Analyzing manpower and distribution & utilization method
- Works as our responsibility
- Supervisor as Trainer, Coach and Guidance
- Principle & Practice of Management & organizational Behavior
- HR Metric & HR Planning & Recruitment
- Training & Development
- Employee Relation

Tan Chong Berhad

HR & Admin Manger

2013 – 2014 (2 years)

Main Areas of Responsibility:

Workforce Resourcing

1. Supervises and participates in such activities as the classification of positions, preparation of class specifications, job analyses, evaluation of applicants, labour relations, recruitment, and manpower forecasting.
2. Developed and implemented recruiting program, including Internet recruiting and developing pre-employment and post-offer background searches that helped to assure fit between candidates and jobs.

Employee Development

1. Conceived, developed and implemented series of innovative HR programs, services and leadership initiatives, including comprehensive supervisory training, performance-based incentive compensation programs and succession planning.
2. Reduced number of employee accidents and days out of work through improved training and incentive programs that encouraged employees to work safer and smarter.

Compensation & Benefit

1. Directs staff in the processing of personnel transactions, time keeping, payrolls, personnel recordkeeping, insurance, retirement and income tax deduction.
2. Managing all compensation and benefits programs, policies and procedures, salary structures for all employees and welfare plans.

Performance Management

1. Developed an in-depth personnel evaluation system, improved physical working conditions, improved management skills of supervisors, and adopted a merit pay system based on performance evaluations designed to reward top performers

Employment Law

1. To ensure legal compliance in all matters in particular the management of disciplinary and grievance procedures and dismissals.

Financial Management

1. To contribute to the annual budgeting process with particular emphasis on workforce planning, payroll requirements, developmental requirements, uniform, meals and staff accommodation

Head of HR and Admin

Ep Polymer (EPMB)

February 2012– February 2013 (2 years)

Main Areas of Responsibility:

Recruitment & Contracts

1. Prepare detailed job descriptions and job specification systems and define job levels, in partnership with departmental managers.
2. Develop relationships with third party recruitment agencies and staffing firms and manage the procurement and measurement process.

Industrial Relations & Employee Relations

1. Provide advice and support managers on relevant policies such as conducting domestic inquiries, interviews, addressing grievance disputes within departments, resolution of employee related issues, disciplining, counseling and termination.
2. Negotiate collective agreements on behalf of employers with trade union.

Talent Management

1. Acting as a key integrator between key business managers to ensure a proactive and successful development of high potential talent.
2. Conduct talent reviews across supported departments, in partnership with managers and define training needs for individuals and across departments

Performance Management

1. Setting performance standards, observing and providing feedback, and conducting appraisals to achieve the best results through managing employee performance.
2. Specifying the performance measurements for every employee and keep track of their progress.

Training & Development

1. Responsible for creating and implementing training programs and overseeing the development of employees by setting performance metrics, evaluates productivity, and helps workers create long-term career plans within an organization.

Payroll

1. Assisting the Paymaster to manage the organization's Employee Benefit System to ensure compliance with legislation and policy, reportable benefit data for payment summaries, superannuation and for the annual Tax return.

Compensation & Benefit

1. Analyze and develop compensation policies, government regulations, and prevailing wage rates to develop competitive compensation plan.
2. Investigate and report on industrial accidents for insurance carriers.

Assistant Manger (HR & Admin)

Ramgate Systems Sdn Bhd (Subsidiary of DRB-HICOM)

1997 – 2010

Main Areas of Responsibility:

Recruitment & Selection

1. Coordinates, negotiates and liaises with employment and advertising agents on service fee, advertisement recruitment and interview schedules.
2. Manages the human resources aspects of international employee placements.

Training & Development

1. Takes charge of HR consultancy projects and coordinates with department manager on respective projects.
2. Conducts orientation program to new academic and non-academic staffs.
3. Coordinates and liaises with external Consultants on employees' training needs and arranges training schedules for employees.

Employee Welfare

1. Attends to employees' grievances and complaints; provides guidance if necessary.
2. Organizes corporate events such as company's dinner, corporate trip, sports day and family day.

Administration

1. Reviews, updates and maintains proper filing of insurance policy, HR handbook, company panel doctors' list, performance appraisal form and training schedules.
2. Handles monthly payroll and yearly income tax forms for employees.
3. Reviews compensation and benefits packages up to executive level.
4. Manages and appraises subordinates' performance and their career advancement.

