

AZURA HANIM BT. BAHARI

18, Jln Tawas Baru 14
Taman Ehsan, 30010
Ipoh, Perak.

I/C Number : 830523-08-5916

Mobile Phone : 012 – 417 7822

E-mail : azurahanimbahari@gmail.com

**CAREER FOCUS**

To improve self in advance career and develop self confidence
to meet future demands.

STRENGTH

Excellent skills in communication both English and Bahasa Melayu
Creative, resourceful and autonomous
Dynamic team player
Leadership charisma
Fast learner
People oriented

EDUCATION

Malaysian Institute of Human Resource Malaysia
Professional Certificate of Human Resource Officer - Present

Universiti Tun Abdul Razak (UNITAR)
Bachelor Degree of Business Administration (Hons)
Majoring in Human Resource Management – April 2008
CGPA 3.27

Cosmopoint Institute of Technology – Ipoh, Perak
Diploma of Computer Graphic in Art & Design – January 2004
CGPA 3.56 with GPA 3.73 in the last semester

Sekolah Menengah Tarcisian Convent – Ipoh, Perak
Sijil Pelajaran Malaysia – 2000
Art Stream – Distinction 1 / Aggregate 18

CERTIFICATIONS

Conducting and Managing Effective Meetings - August 2016
Power Influencing Skills - June 2016
HR for Non-HR Practitioners - October 2015
Training Needs Analysis - October 2014
Effective Presentation Skills - June 2014
Bengkel Kumpulan Wang Pembangunan Sumber Manusia, HRDF – November 2013
HRDF Conference & Exhibition 2013: Innovative Talents, The Epicenter of New
Business, HRDF – September 2013
Microsoft Excel 2007 (Intermediate-Advance) Training – June 2013
OHSAS 18001:2007 OSH Mgmt System (Int Auditor) Training – March 2012
OHSAS 18001:2007 OSH Mgmt System (Std Clause by Clause) Training – May 2011
HACCP Verification / Internal Audit Training, SGS (M) Bhd, – April 2009
Food Handler Training, Ministry of Health, Ipoh – September 2008

ACTIVITIES

Committee of Morale Team, MEMC Ipoh Sdn Bhd, 2015 - 2016
Culture Champion Team of Ipoh Plant - 2014 - 2016
Canteen Committee Secretary, MEMC Ipoh Sdn Bhd, 2014
5S Captain for Cafeteria, MEMC Ipoh Sdn Bhd, 2011 - 2016
Committee of Annual Dinner, MEMC Ipoh Sdn Bhd, 2013
OHSAS Committee, MEMC Ipoh Sdn Bhd, 2011-2012
Emergency Response Team, MEMC Ipoh Sdn Bhd, 2011 - present
Canteen Committee Chairman, MEMC Ipoh Sdn Bhd, 2011 -2013
Committee of Annual Staff Dinner Party, AEON Co (M) Bhd – 2009
Sponsorship Committee of Staff Annual Dinner, Impiana Casuarina Hotel, 2008
Sponsorship Exco of Majlis Perwakilan Mahasiswa UNITAR, 2007
Committee of Art Exhibition, Perak Art Gallery Museum, 2003
President of Cultural Club, Cosmopoint Inst, 2002 – 2003
Vice President Graphic Club, Cosmopoint Inst, 2002 – 2003
Participant of Pertandingan Tarian Tradisional Negeri Perak, 2002 & 2003

EXPERIENCES

MEMC Ipoh Sdn Bhd (SunEdison Semiconductor)
Human Resource Executive (Employee Service)
1st January 2015 – 31st December 2016

- To conduct cafeteria monthly audit which involve area of safety, personal and food hygiene, building management etc and relates to EICC compliance.
- Receive and resolve any complaints regarding cafeteria.
- To control menu and price of food and drinks offered at the cafeteria.
- To raise payment or claim and control budgetary of cafeteria expenses.
- To recommend measures for improving work procedure and worker performance to increase service quality and enhance job safety eg. Cleaning map
- As a liaison person of insurance and panel clinics.
- To advice employee on insurance policy and medical coverage.
- To update new employees and deletion of any resigned employees to the insurance brokers and panel clinics.
- To submit insurance claim and follow up of the credit/debit note submitted by insurance brokers.
- To control employees' annual limit and prepare letter who exceed limit of the medical entitlement.
- To manage and handling all the employees complaints/suggestions via suggestion box.
- To update Red Alert Online System of employees medical expenses, medical record.
- To prepare inter-company memo and notice by any department and distribute to all employees via email and notice board.
- To manage department budget by controlling and monitoring good levels of cash flow without going over the budget limit.
- To prepare purchase requisition of department expenses, follow up purchase order until payment made received from the vendor.
- As a liaison person of statutory body of FMM and MEF regarding any circular updates, memo, survey, any matters arise and to arrange for any payments and monthly meeting.
- Person in charge of monthly petty cash disbursement for company.

MEMC Ipoh Sdn Bhd (SunEdison Semiconductor)

Human Resource Executive (Training)

7th March 2011 – 31st December 2014

- To provide training and management development terms and conditions of services for employees and make review where necessary.
- To conduct training needs analysis and prepare budget required to conduct the identified/agreed training program.
- To implement technical training and development strategies to ensure employees are equipped with necessary skills and competencies that would enable them to execute strategy effectively.
- To assist in the development and coordination of in-house and external learning programs and development programs for management, executive and non-executive staff.
- Execute Master Training Calendar and scheduling monthly training plan and ad hoc nomination of internal and external training.
- Organize and execute all training related expenses; e.g. HRDF, payment of training fees, seminar room/hotel expenses as well as pre training preparation; e.g. registration of training with training provider, accommodation of trainees, logistic, invitation for the in-house training.
- Preparing training bond/agreement for employee pursue formal education plan.
- Coordinate external training program by finding the best training provider, dealing and determine courses for the said employees to attend.
- Preparing training evaluation and reports to ensure the training programs conducting either internal/external are effective to employees.
- Updating, keeping and maintaining records and database of training materials and training activities of each employee in the company.
- Organize and conducting Induction Program for new hired employees.
- Liaise with corporate Learning Centre in managing online corporate obligatory training.
- Responsible of 5S execution of cafeteria and administration.

AEON Co. (M) Bhd

Training Officer of Human Resource Department

23rd June 2008 – 7th March 2011

- Report directly to Training Manager and under supervision of Senior Manager Human Resource.
- Preparing in advance all training materials such as, handouts, samples, booking the venue, arrange table and chairs, refreshment, white board, marker and other stationery.
- Monitoring each staff training schedule and record on the training hours for future reference and to safe keep all records.
- Ensure all staff follow the store's rules and regulation
- Communicating with staffs and store management team and cooperate with each other and acting as an advisor to staff
- Motivating and ensuring high morale of staff through training and counseling
- Practicing teamwork and based on management policy to set up the store's objective and leading them to achieve the goals
- Improving staff productivity and providing career advancement for staff
- Ensuring proper documentation for administrative purpose and evaluating all training programs
- Assist staff at operation area on weekends and public holiday
- Attend customers at customer service counter and selling floor

Impiana Casuarina Hotel, Ipoh
Industrial Training in Human Resources Department
2nd January 2008 – 2nd April 2008

- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Process, verify, and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications
- Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.

REFEREES

1. **Name** : Norhaniza Harudin
 Telephone : 016-444 2917
 Relationship: Former HR Section Head, MEMC Ipoh Sdn Bhd

2. **Name** : Noorsilawati bt Narawi
 Telephone : 011-21823241
 Relationship: Former Training Officer, AEON CO (M) BHD

OWN TRANSPORT – YES
AVAILABILITY - IMMEDIATELY