#### Nur Hayati binti Buhri

36 years old / Married / Born in Kuala Lumpur
Ipoh Perak / **017 - 2417100** / <u>yati.buhri@gmail.com</u>
USM **Bachelor in Management** C.G.P.A 2.90 minor in Psychology



### **Core Competencies**

Talent Acquisition & Retention
Warehousing / Consumable Stock Management Expert

Training & Development
Performance Appraisal / Career Path

#### **Personal Summary**

Proven People Expert, experience Stakeholders Relations, and describe by others as essential advisor to the management and motivator to peers and leader to employee

### **Working Experience**

Jan 2008 – May 2015 **Maybank Group Berhad**Join as **Analyst** – Recruitment Initiative, Last Position **Executive** Employee Engagement
Starting Pay RM2750 Last Pay RM5000

July 2015 Hume Cement Sdn Bhd

Join as *HR Executive Staff Development & Engagement*, Current Position *Senior Executive Human Resource*Starting Pay RM4500 Current Pay RM5279

# **Maybank Group Berhad**

Financial & Investment Total Solutions No of employee 45,000 Last Pay RM 5000 Reporting to Head, Employee Engagement

Initiate, design and lead and execute Maybank Group Global Employee Survey

Lead Employee Improvement Committee for recovery plan

Organize and Lead committee for Annual Maybank Group Employee Award for 2011, 2013, 2014 & 2015

Organize Quarterly Town-hall Session for Malaysia and Global employee

Talent retention expert for Maybank Back Bone Division to reduce Attrition rate

Task Force for improvement plan for underperforming branch for Central Region

Committee member for Maybank Foundation 2010-2012

Selection Committee for Maybank Scholarship Award

Permanent member for Cahaya Kasih Program 2009-2014

Member for Corporate Social Road Map 5 years plan

Staff Performance Improvement Plan member for low performer staff for central region

Performance committee for high performing Maybank branch

#### **Hume Cement Sdn Bhd**

Cement & Clinker Manufacturing
No. of employee 400 Last Pay RM5279
Reporting to Human Resource & Stakeholder Relation Head

Provide support function to HR Manager & Stakeholder Relation for Manpower Planning and Budgeting
Performance Appraisal Process and Career Development Coach

Lead function for

**Payroll Management** 

Compensation & Benefits

Socso and Insurance claim

Stakeholders Internal & External engagement program

Administrative function for Stock Management and Consumable Items

Successful Project

HR Digital initiative towards I.R 4.0

Digitalize and integrated function for

Integration of Payroll and Attendance System, Leave Management System

Digitalize manual claim to e-claim

Conversion of manual Performance Management Forms to e-IntegratedPMS

Improvement of Stakeholders Initiative Program

**Execution for Sense of Belongings Program** 

Design and Execute Pulse Survey 2019

Co-Organize HLMG Sports Carnival 2016, 2017 & 2018

Secretariat function for Hong Leong Group Sport Carnival 2019 – Hume Cement as a Host and Kampar hosting the event involving 15,000 Hong Leong Group employee from all over Malaysia

Secretariat function for Union Collective Bargaining #1 2020/2021 – ongoing negotiation

### **Personal Plus**

Public Speaker Highly Motivated Performance Driven
Payroll Expert HR Digitalization Employee Retention Pro

### **Referee**

Aziim Anwar Bin Abd Wahid Premkumar Rama 019-260 5213 / aziimwahid@gmail.com 019-2939248 / pre

HR & Stakeholder Relation Manager

Hume Cement Sdn Bhd

019-2939248 / premkumar.rama@maybank.com

Head, Employee Engagement

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Maybank

# **Expectation**

Salary RM 5,500 Availability 1 month notice