



NIK MOHAMAD AMIRUL NIK AZHAR

Procurement Specialist

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PROFILE SUMMARY

A seasoned **Procurement Professional** with **6 years** of experience spanning diverse industries, including education, chemical, defence, manufacturing, and plantations. Demonstrated expertise in managing the complete procurement lifecycle, highlighted by significant achievements such as realizing **~MYR 678,800 in cost optimizations** and overseeing tender worth **MYR ~20 million**. Successfully **established quality department** during a company's start-up phase and skilled in **strategic/tactical procurement, tender management, bid evaluation, and vendor management**, consistently enhancing procurement efficiency and effectiveness.

MAIN SKILLS & ABILITIES (Procurement & Contract & Quality)

- RFx (6 Yrs. Exp.)
- End-To-End Procurement (6 Yrs. Exp.)
- Procurement Management (5 Yrs. Exp.)
- Tender Management (5 Yrs. Exp.)
- Bid Evaluation (5 Yrs. Exp.)
- Supply Chain Management (5 Yrs. Exp.)
- Commercial & Lead Negotiations (5 Yrs. Exp.)
- Supplier Risk Assessment (5 Yrs. Exp.)
- Vendor Management (5 Yrs. Exp.)
- Supply Chain Operation (5 Yrs. Exp.)
- Contract Management (3 Yrs. Exp.)
- Purchase Cycle Management (6 Yrs. Exp.)
- SAP S4/HANA & FIORI & ARIBA (3 Yrs. Exp.)
- TenderBoard (~1 Yrs. Exp.)
- Quality Management (3 Yrs. Exp.)

**Refer to Appendix 1 for List of Additional skills*

MAIN ACHIEVEMENTS (Procurement & Contract & Quality)

- Total cost saving of ~MYR 700,000.00
- Managed average 100 PO, DO, Shipping & Custom document monthly.
- Achieved sales contract & contract awards amounting to MYR 30 Million in value.
- Created 5 SOPs eliminate 7 non-values add process.
- Prepared and presented 35 procurement papers.
- Improved the IT Procurement Policy to standardize hardware toolkit deployment throughout the school and enhanced the IT Asset Management workflow with clearly defined responsibilities.

**Refer to Appendix 3 for List of Achievements*

PROFESSIONAL EXPERIENCE

Company: Singapore American School

Duration: July 2023- Present (1 Year 2 Months)

Designation: Procurement Specialist cum IT Asset Manager

Industry: Education



- Led the procurement of SGD ~8 million worth of technology categories, including hardware and software, ensuring alignment with strategic IT needs and optimal cost-effectiveness.
- Sourced, evaluated, and selected vendors, suppliers, and contractors, enhancing the quality of procurement decisions.
- Conducted RFPs through TenderBoard with others platform and evaluated vendors strategically, enhancing efficiency and productivity by achieving a 20% reduction in procurement lead times and a 15% decrease in costs.

Company: Kulim Malaysia Berhad (Johor Plantations Berhad)**Duration: February 2023- July 2023 (6 Months)**

Designation: Procurement Executive (Indirect - Category Management)

Industry: Plantations & Agriculture

- Managed indirect procurement (CAPEX and OPEX) for 23 Estates and 5 Mills, along with other Kulim subsidiaries, ensuring the timely acquisition of essential resources and materials for seamless operations. Additionally, contributed effectively to sustainable initiatives through a strategic sustainable procurement approach.
- Led tendering processes for various categories, including digital solutions, consulting, IT, professional services, construction, supplies, and mechanical works, resulting in MYR ~8 million in contract awards, optimizing vendor selection and securing competitive pricing.
- Managed sourcing requests forms and purchase requisitions (PR) using the SAP system, ensuring accurate documentation and conversion into purchase orders (PO) and outline agreements (OA), streamlining the procurement process and maintaining efficient record-keeping.

Company: Smiths Detection Malaysia Sdn Bhd**Duration: November 2022-January 2023 (3 Months contract)**

Designation: Strategic Sourcing Engineer

Industry: Defence & Electronics Manufacturing

- Played a key role as a core team member and sourcing engineer in the successful localization efforts for the electronic category, ensuring a smooth transition of X-ray machines and generators from the German Manufacturing Plant.
- Developed a robust supply chain for First Article Inspection (FAI) samples, collaborating closely with electronic suppliers such as Kanhseei Teck and Camtronics to ensure the availability of high-quality samples for evaluation and trial production.

Company: KISWEL Sdn Bhd**Duration: February 2021-October 2022 (1 Year 9 Months)**

Designation: Purchasing Officer

Industry: Metal Manufacturing (Welding Consumables)

- Managed the purchasing cycle using an ERP system, including creating an average of 100 monthly purchase orders, handling RFQs processes, following up on POs, managing goods/services receipt and supplier billing, and conducting purchase forecasting, resulting in improved accuracy and streamlined processes.
- Planned, procured, and sourced raw materials, components, services, and maintenance parts from international suppliers, managing a quarterly budget of USD 2 million, resulting in successful and timely procurement.
- Collaborated with forwarding agents and third-party logistics (3PL) to ensure timely clearance and successful delivery of shipments, achieving a Delivery In Full, On Time (DIFOT) of over 90%.

Company: SDP Global Malaysia Sdn Bhd (Subsidiary of Sanyo Chemical Co., Ltd)**Duration: April 2018-January 2021 (2 Year 10 months)**

Designation: Total Quality Control Specialist cum Lab Purchasing

Industry: Chemical Plant & Manufacturing (Super Absorbent Polymer)

- Successfully established the Quality Department and provided support to R&D during the company's start-up and commissioning phases, resulting in the successful launch of the first major trial product and generating initial revenue.
- Implemented and maintained the QMS (ISO 9001-2015) and HALAL certification, ensuring compliance and customer satisfaction, and resolving 5 customer issues.
- Managed lab procurement activities, including an average of 50 monthly PO issuances, ensuring timely acquisition of equipment, supplies, and services, while achieving a 95% on-time delivery rate, minimizing downtime, and ensuring uninterrupted lab operations.

***Refer to Appendix 6 for List of Professional Experience**

EDUCATION BACKGROUND

UNIVERSITY OF TECHNOLOGY MALAYSIA, UTM (2013-2017)

Bachelor of Nuclear Engineering

JOHORE MATRICULATION COLLEGE (2012-2013)

Science Courses

ADDITIONAL INFORMATION

Availability:	4 Weeks' notice
Willingness to Travel:	Yes (up to 35%)
Willingness to Relocate:	Yes (Within Malaysia)
Possess Own Transport:	Yes (Within Johor, Singapore)
Driving License:	B2, D (Malaysia)

NIK MOHAMAD AMIRUL NIK AZHAR

PROCUREMENT SPECIALIST | 6 YEARS EXPERIENCE

PROFESSIONAL PORTFOLIO



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APPENDIX 1 – LIST OF ADDITIONAL SKILLS

General Administration	6 Years
ERP System	6 Years
Market Research & Analysis	5 Years
Strategic Procurement/ Sourcing	6 Years
Total Cost Analysis	5 Years
Logistic Coordination	4 Years
Purchasing Cycle Management	5 Years
Category Management	4 Years
Material Inventory and Planning	4 Years
Warehouse Operation	3 Years
Commercial Analysis	5 Years
Laboratory Operation	3 Years
Malaysia Custom Compliance	2 Years
Malaysia Sale Tax Exemption Act 2018 Compliance	2 Years
ISO 9001-2015	3 Years
Supplier Relationship Management	6 Years
Customer Relationship Management	4 Years
Supplier Audit	3 Years
Internal Audit	3 Years
Data Analysis and Reporting	4 Years
Inventory Management	4 Years
Material Planning	4 Years
Supplier Development	4 Years
Asset Management	4 Years

APPENDIX 2 – LIST OF COMPLETED PROJECTS/WORKS

RFP:	Acquisition and Implementation of New Information Technology System Service (Salesforce)
COMPANY:	Singapore American School
DATE:	January 2024
RESPONSIBILITY:	Support Lead Coordinator and Negotiator
RFP:	Manage Print Services for SAS
COMPANY:	Singapore American School
DATE:	January 2024
RESPONSIBILITY:	Lead Coordinator and Negotiation Support
RFP:	Sale of Used IT Equipment and Electronics
COMPANY:	Singapore American School
DATE:	December 2023
RESPONSIBILITY:	Lead Coordinator and Negotiation
TENDER/RFP/RFQ:	Procurement of IT Hardware, Audio-Video Tools, Office Supplies, Maintenance and Small CAPEX Projects
COMPANY:	Singapore American School
DATE:	July 2023 – November 2023
RESPONSIBILITY:	Lead Coordinator and Negotiation
TENDER:	Consultancy for Security Posture Assessment (SPA) and Penetration Testing Services (PENTEST)
COMPANY:	Johor Plantations Berhad
DATE:	April 2023
RESPONSIBILITY:	Lead Coordinator and Negotiation
TENDER:	Consultancy for Feasibility Study Power System for Proposed Integrated Sustainable Palm Oil Complex
COMPANY:	Johor Plantations Berhad
DATE:	April 2023
RESPONSIBILITY:	Lead Coordinator and Negotiation
TENDER:	Appointment of Service Provider for Hosting and Maintenance Services of Kulim's Website
COMPANY:	Johor Plantations Berhad
DATE:	May 2023
RESPONSIBILITY:	Lead Coordinator and Negotiation
TENDER:	Fabrication and Installation of 5 Units of 5000 Litres Digester at Sedenak Palm Oil Mill
COMPANY:	Johor Plantations Berhad
DATE:	May 2023
RESPONSIBILITY:	Lead Coordinator and Negotiation
TENDER:	Replacement of Electrostatic Precipitator (ESP) Ducting at Sedenak Palm Oil Mill
COMPANY:	Johor Plantations Berhad
DATE:	June 2023
RESPONSIBILITY:	Lead Coordinator and Negotiation

TENDER:	Fabrication, Supply and Installation of Shell Transport Conveyor System at Tereh Palm Oil Mill
COMPANY:	Johor Plantations Berhad
DATE:	June 2023
RESPONSIBILITY:	Lead Coordinator and Negotiation
TENDER:	Supply and Commissioning of 1 Unit 5 MT Load Wheel Loader for Sedenak Palm Oil Mill
COMPANY:	Johor Plantations Berhad
DATE:	July 2023
RESPONSIBILITY:	Lead Coordinator and Negotiation
TENDER:	Construction and Extension of Small Renovation Works at 5 Estate
COMPANY:	Johor Plantations Berhad
DATE:	July 2023
RESPONSIBILITY:	Lead Coordinator and Negotiation
TENDER:	Appointment of Contractor for The Installation of The Roof for Multi-Purpose Court at HQ
COMPANY:	Johor Plantations Berhad
DATE:	June 2023
RESPONSIBILITY:	Lead Coordinator and Negotiation
TENDER:	Appointment of Service Provider for Photocopy Machines at HQ
COMPANY:	Johor Plantations Berhad
DATE:	July 2023
RESPONSIBILITY:	Lead Coordinator and Negotiation
PROJECT:	Supply and Development of Electronic Category Parts for the Transition Project
COMPANY:	Smiths Detection Malaysia Sdn Bhd
DATE:	November 2022-January 2023
RESPONSIBILITY:	Sourcing Engineer and Electronic Category Manager Support
WORKS/ORDERS:	Supply and Purchase Direct Material: Metal Commodity for Wire Rod, Hot Rolled Steel, and Cold Rolled Steel
AMOUNT:	1,000 MT per quarter
COMPANY:	KISWEL Sdn Bhd
DATE:	2021-2022
RESPONSIBILITY:	Project Lead
WORKS/ORDERS:	Supply and Purchase Direct Materials: Chemical Flux and Chemical Commodity
ESTIMATE VALUE:	USD 429,500.00 per quarter
COMPANY:	KISWEL Sdn Bhd
DATE:	2021-2022
RESPONSIBILITY:	Project Lead
PROJECT:	Establishment and Operational Readiness of the Total Quality Control Department and Laboratory
COMPANY:	SDP Global Malaysia Sdn Bhd
DATE:	2018-2019
RESPONSIBILITY:	Procurement and Laboratory Operations Lead

EVENT:	International Meeting and Idea Exchange among SDP Global Branches from China, Japan, and Malaysia at Nantong, China.
COMPANY:	SDP Global Malaysia Sdn Bhd
DATE:	September 2020
RESPONSIBILITY:	Quality Department Representative

APPENDIX 3 – LIST OF ACHIEVEMENTS

1. Singapore American School

a. Policy Enhancement and Standardization

- i. Enhanced the IT Procurement Policy, resulting in the standardized deployment of hardware toolkits school wide.
- ii. Strengthened the IT Asset Management workflow by clearly defining responsibilities, leading to improved operational efficiency and accountability.

b. Supply Chain and Asset Management

- i. Successfully collaborated with a Data Automation Engineer to publish the Inventory Control Tracking System and IT Assets Dashboard using Google Looker Studio, resulting in a 25% increase in inventory management accuracy and a 30% reduction in data retrieval time.

2. Kulim Malaysia Berhad (Johor Plantations Berhad)

a. Procurement and Tender Management

- i. Standardized tender document format for RFQ, RFP and Tender.
- ii. Prepared, evaluated, and presented 10 tender award approval reports.

b. Negotiation and Indirect Procurement

- i. Achieved MYR 342,800.00 in cost savings for 10 tender awards.
- ii. Successfully managed one urgent tender for hosting and maintenance services provider for Kulim website within 2 weeks of receiving the sourcing request form from the user.
- iii. Negotiated with 1 vendor for favourable payment terms for the company.
- iv. Sourced and onboarded 30 new vendors and suppliers.

c. SAP S/4 HANA & Ariba Implementation (Consultant-PWC Malaysia)

- i. Supported and served as a Superuser for testing Purchase Requisition (PR), Purchase Order (PO), and Outline Agreement (OA) issuance.
- ii. Identified 1 key issues, including the absence of a cost centre for emergency procurement.
- iii. Trained users from Estate and Mill operation departments on PR issuance.
- iv. Conducted the first sourcing project through Ariba for the tender supply and commissioning of a 1-unit 5MT wheel loader for Sedenak Palm Oil Mill.

d. Vendor Management

- i. Assisted and supported on vendor onboarding to SAP Ariba registration.

3. Smiths Detection Malaysia Sdn Bhd

a. X-ray machine and generator transition project from German Manufacturing Plant

- i. Core team member as a sourcing engineer and leading the localization efforts for the electronic category.
- ii. Develop supply for First Article Inspection (FAI) sample from electronic supplier such as Kanhseei Teck and Camtronics.
- iii. Organized and categorized the Bill of Material based on the specific type of 4 x-ray machine and 2 generators.

b. Negotiation and Indirect Procurement

- i. Successfully managed 1 urgent Request for Quotation (RFQ) for packaging supplies from production department.

4. KISWEL Sdn Bhd

a. Purchasing Cycle Management

- i. Efficiently managed an average of 100 purchase orders, delivery orders, shipping documents, and customs documents monthly.

b. Negotiation and Direct Procurement

- i. Achieved USD 50,000.00 in cost savings for purchase of cold rolled steel, hot rolled steel, wire rod and chemical materials.

c. Logistic Coordination and Compliance

- i. Achieve less than 3 Demurrage in 2022.
- ii. Created a purchasing schedule for high-volume packaging supply delivery, averaging 30,000 units monthly.

d. Supplier Relationship Management & Risk Assessment

- i. Identified and addressed bottleneck issues with 5 underperforming suppliers.
- ii. Led the audit process for the purchasing department with Bureau Veritas Auditor for ISO 9001:2015 standards in both 2019 and 2021 accreditation.

5. SDP Global Malaysia Sdn Bhd

a. Quality Management

- i. Successfully establish Quality Department during company start-up.
- ii. Core member in Halal Committee Management and successfully obtain first Super Absorbent Polymer (SAP) Halal certificate within the industry.

b. Supplier Management and Cost Saving

- i. Achieved MYR 40,000.00 in cost savings for purchase of lab consumable item and apparatus.
- ii. Sourced and onboarded 30 new suppliers for lab operation.
- iii. Manage average 50 issuance of PO and DO monthly.

c. Customer Relationship & Quality Control

- i. Resolved 5 customer issue related packaging jumbo bag defects and quality properties.
- ii. Created 5 Standard Operating Procedure (SOP) for lab operation and eliminated 7 non-added value process.
- iii. Reduce waste of in-process sample by 30% from initial operation.

d. Leadership

- i. Led, trained and guide 4 new Total Quality Specialist.

e. Event

- ii. Served as a committee member and game play organizer for the SDP Family Day event at Desaru Beach for 2 days in 2019.

APPENDIX 4 – LIST OF COMPLETED PROFESSIONAL COURSES

1. Radiation Protection Office Level 3 - 2017 (No: 31/14929)

- Organized by Department of Atomic Energy-Formerly known as Atomic Energy Licensing Board (AELB)
 - i. Certified on managing the radiation protection program; identifying radiation protection problems; initiating, recommending, or providing corrective actions; verifying implementation of corrective actions; stopping unsafe activities; and ensuring compliance with regulations.

2. Graduate Engineer (No: 155509A)

- Organized by Board of Engineer Malaysia

3. Lean Six Sigma (Green Belt)

- Organized by Johor Plantations Berhad
- Trainer Consultant by MbizM Sdn Bhd
 - i. Project – Optimize SAP Implementation.

4. Webminar Kawalan Kemudahan Pengecualian Cukai Jualan

- Organized by Persatuan Pegawai Kanan Kastam Malaysia Cawangan Johor/Singapura

5. Smiths Global Trade Compliance

- Organized by Smiths Detection Malaysia

6. Fire Fighter Squad in Emergency Situation

- Organized by SDP Global Malaysia

7. Forklift Safety Program

- Organized by SDP Global Malaysia

APPENDIX 5 – PERSONAL STRENGTHS

1. Impeccable Integrity in Procurement

- Integrity translates to reliability and confidence.
- The integrity and transparency of the procurement process assures confidence in all stakeholders regarding the procurement process.

2. Deep believe in continuous improvement

- I believe that there is no perfect system, procedure or process. There is always room for improvement, process that can be enhanced to increase efficiency without compromising integrity. This is achieved through the pursuit of continuous learning.
- Evidenced by staying updated on industry trends and best practices, as demonstrated by obtaining the Super Absorbent Polymer (SAP) Halal certification and continuously enhancing knowledge in quality management and procurement through certifications, training programs, and professional development opportunities.

3. Communication Skills and Relationship Building

- Illustrated through effective communication and collaboration with stakeholders at all levels in various organizations.
- For example, at Kulim Malaysia Berhad, I collaborated with cross-functional teams, suppliers, and vendors to ensure alignment and successful integration during acquisitions and implementation of SAP S4/HANA and Ariba.

4. Strong Problem-Solving Skills

- Analysing and solving complex problems involves breaking down challenges, identifying relevant information and using logic and creativity to find practical solutions.

5. Analytical Thinking and Data-Driven Decision Making

- Showcased through utilizing procurement reporting and analysis tools, gathering and analysing data, and making informed procurement decisions for improved operational efficiency.

6. Team Leadership

- Illustrated by leading and optimizing a team of Category Executives at Kulim Malaysia Berhad, resulting in increased procurement efficiency and streamlined processes. Additionally, at SDP Global (Malaysia) Sdn.Bhd, I led, trained, and guided 4 new Total Quality Specialists, fostering a collaborative work environment and ensuring the development of a skilled and knowledgeable team.

7. Adaptability and Resilience

- Demonstrated by successfully managing multiple projects and transitions, such as the X-ray machine and generator transition project at Smiths Detection Malaysia Sdn.Bhd. I adapted quickly to changing circumstances, overcame challenges, and ensured project milestones were achieved within the designated timeline.

APPENDIX 6 – LIST OF PROFESSIONAL EXPERIENCE

1. Singapore American School



Duration: July 2023-Present
Position Title: Procurement Specialist cum IT Asset Manager
Industry: Education
Work Description:

a. Strategic Procurement and Sourcing Management

- Led the procurement of SGD ~6 million worth of technology categories, including hardware and software, ensuring alignment with strategic IT needs and optimal cost-effectiveness.
- Sourced, evaluated, and selected vendors, suppliers, and contractors, enhancing the quality of procurement decisions.
- Conducted RFPs through TenderBoard with others platform and evaluated vendors strategically, enhancing efficiency and productivity by achieving a 20% reduction in procurement lead times and a 15% decrease in costs.
- Conducted a gap analysis in service desk software development acquisition (Salesforce), resulting in a 30% improvement in the alignment of software solutions with business needs and a 15% increase in project completion efficiency.

b. Vendor Negotiation and Relationship Management

- Cultivated and maintained relationships with key technology suppliers, leading to a 10% increase in vendor responsiveness and a 15% improvement in on-time delivery performance.
- Played a key role in reducing procurement lead times by 20% and overall costs by 15% through strategic vendor selection and efficient procurement processes, contributing to significant operational savings.
- Streamlined the process of onboarding vendors/suppliers/contractors, establishing and maintaining a robust network.
- Conducted thorough performance evaluations, enhancing service quality and reliability and improving vendor delivery performance by 10%.

c. Operational Efficiency and Cost Reduction

- Strengthened the IT Asset Management workflow by clearly defining responsibilities, leading to improved operational efficiency and accountability.
- Assisted the Assistant to the Director of Technology with office administration tasks and the technology team's budgeting for the 2023-2024 school year across all school divisions, contributing effective office management and budget control.

d. Supply Chain Operation, Asset Management and Inventory

- Successfully collaborated with a Data Automation Engineer to develop an Inventory Control Tracking System and IT Assets Dashboard using Google Looker Studio, resulting in a 25% increase in inventory management accuracy and a 30% reduction in data retrieval time.
- Served as the gatekeeper for all technology assets, maintaining accountability, accurately and consistently affixing asset tag numbers, and ensuring the prompt update of the asset management system, resulting reduction in asset accountability issues.
- Managed the lifecycle count of technology hardware from 2019 to 2023, addressing data discrepancies and reducing waste.
- Oversaw the retirement of IT assets from the 2022-2023 school year, resulting in a 95% resale and disposal rate, a 3% repurposing rate, and 100% data security achievement.
- Coordinated third-party repairs for out-of-warranty technology devices, achieving a 97% repair success rate.
- Generated regular asset analysis and reports for informed decision-making.
- Efficiently processed asset allocation for new employees and managed depreciation and sales for departing employees.

e. Data-Driven Project Management

- Regularly conducted inventory checks and asset analysis, reducing discrepancies by 20%.
- Utilized data analytics to inform procurement decisions and enhance operational efficiency.

f. Policy Enhancement and Standardization

- Contributed to the enhancement of the IT Procurement Policy, leading to standardized hardware toolkit deployment across the organization. Demonstrated ability to lead cross-functional projects and drive policy improvements.

g. SAP S4/HANA Procurement Management:

- Proficiently managed procurement operations using SAP, leading to streamlined processing of purchase orders and invoices. This expertise resulted in a notable increase in process efficiency, evidenced by a 100% on-time payment rate to vendors. Efficiently tracked and managed deliveries of technology equipment, ensuring a significant improvement in delivery accuracy and timeliness.

h. Contract Management (Licensing and Subscriptions)

- Managed and monitored software licensing period renewals and subscription periods for applications including Adobe, Veracross, and Times, ensuring timely renewals and subscriptions.

2. Kulim Malaysia Berhad (Johor Plantations Berhad)



Duration: February 2023-July 2023

Position Title: Procurement Executive (Indirect - Category Management)

Industry: Plantations & Agriculture

Work Description:

a. Strategic Procurement and Sourcing Management

- Successfully managed indirect procurement (CAPEX and OPEX) for 23 Estates, 5 Mills, and other subsidiaries of Kulim, ensuring timely acquisition of necessary resources and materials for smooth operations and supporting sustainable initiatives.
- Led tendering processes for various categories, including digital solutions, consulting, IT, professional services, construction, supplies, and mechanical works, resulting in MYR ~8 million in contract awards, optimizing vendor selection and securing competitive pricing.
- Efficiently managed an urgent tender for hosting and maintenance services provider for Kulim website, completing the entire process within a tight timeline of 2 weeks from receiving the sourcing request form, ensuring uninterrupted online presence and functionality.
- Managed sourcing requests forms and purchase requisitions (PR) using the SAP system, ensuring accurate documentation and conversion into purchase orders (PO) and outline agreements (OA), streamlining the procurement process and maintaining efficient record-keeping.

b. Tender Management & Administration

- Standardized the tender document format for RFQ, RFP, and tender processes, ensuring consistency and clarity in documentation, and improving efficiency in the procurement process.
- Successfully prepared and managed 10 tender documents through RFQ, RFP, and tender processes, ensuring accurate vendor tender submissions and comprehensive documentation for the procurement of goods and services, facilitating effective evaluation and selection of vendors.
- Prepared, evaluated, and presented 10 tender award approval reports, providing comprehensive analysis and recommendations for the selection of vendors, resulting in successful award decisions and effective contract management.
- Prepared and managed 10 Letter of Award (LA) and Letter of Award Agreement (LAA) for contract acquisition, ensuring the preparation of clear, comprehensive, and legally binding agreements that facilitated successful contract execution.

c. Negotiation and Cost Savings

- Conducted bid and commercial evaluations for tender processes, resulting in vendor selection that offered the best value and achieving cost savings of MYR ~342,800.00 through negotiation with selected vendors.
- Negotiated with vendor to secure favourable payment terms, enhancing financial flexibility and cost management.
- Analysed category spending to identify opportunities for cost-effective procurement solutions and value improvements.

d. Contract Management & Risk Mitigation

- Implemented strategies for contract management and risk mitigation, reducing contract disputes by 25% and improving contract compliance by 20%.
- Translated contract agreements into outline agreements (OA) and purchase orders (PO) in the SAP system.

e. Team Leadership and Optimization

- Led and optimized a team of Category Executives to increase procurement efficiency and streamline processes.
- Supported Category Lead in due diligence and integration activities for acquisitions.
- Maintained strong relationships with various departments, stakeholders, and vendors/contractors to facilitate seamless connections and ensure successful divisional objectives.

f. Vendor Management

- Successfully managed and onboarded 30 vendors/suppliers, resulting in a significant 30% increase in the vendor pool, diversifying procurement options, increasing competition, and improving supply chain resilience.
- Developed and maintained strong relationships with vendors, leading to a notable 15% improvement in vendor responsiveness, facilitating smoother procurement processes and timely delivery of goods and services.
- Achieved a 10% increase in customer satisfaction through effective vendor management, addressing vendor-related issues proactively and reducing them to less than five per month.

g. SAP S/4 HANA & Ariba Implementation (Consultant-PWC Malaysia)

- Supported and served as a Superuser for testing Purchase Requisition (PR), Purchase Order (PO), and Outline Agreement (OA) issuance during the SAP S/4 HANA/FIORI & Ariba implementation project, ensuring smooth system functionality and readiness for end-users.
- Identified a key issue within the procurement process, specifically the absence of a cost centre for emergency procurement, and proposed a solution to address the issue, resulting in improved control and transparency in emergency procurement activities.
- Conducted comprehensive training sessions for users from the Estate and Mill operation departments on Purchase Requisition (PR) issuance, empowering them with the necessary skills and knowledge to effectively utilize the new system.
- Successfully conducted the first sourcing project through Ariba, overseeing the tender supply and commissioning of a 1-unit 5MT wheel loader for Sedenak Palm Oil Mill, ensuring a seamless procurement process and timely delivery of the equipment.

h. Analysis & Decision Making

- Conducted analysis of category spending to identify opportunities for quality and value improvements, resulting in the implementation of cost-effective procurement solutions.
- Implemented procurement reporting and analysis tools to generate actionable insights, enhancing procurement decision-making and improving operational efficiency.

3. Smiths Detection Malaysia Sdn Bhd



Duration: November 2022-January 2023 (3 Months Contract)
Position Title: Strategic Sourcing Engineer
Industry: Defence & Electronics Manufacturing
Work Description:

a. X-ray machine and generator transition project from German Manufacturing Plant

- Played a key role as a core team member and sourcing engineer in the successful localization efforts for the electronic category, ensuring a smooth transition of X-ray machines and generators from the German Manufacturing Plant.
- Developed a robust supply chain for First Article Inspection (FAI) samples, collaborating closely with electronic suppliers such as Kanhseei Teck and Camtronics to ensure the availability of high-quality samples for evaluation and trial production, facilitating a seamless transition process.
- Demonstrated effective organizational skills by meticulously organizing and categorizing the Bill of Material (BOM) based on the specific types of 4 x-ray machines and 2 generators, resulting in streamlined procurement processes and accurate documentation.

b. Negotiation and Indirect Procurement

- Successfully managed and expedited 1 urgent Request for Quotation (RFQ) for packaging supplies from the production department, ensuring prompt sourcing and procurement of critical packaging materials to meet production demands.

c. Supplier Relationship Management

- Effectively managed and motivated Manufacturing Partners and Component Suppliers to meet key operational metrics, including a reduction in product lead time, an increase in inventory turns, and improved adherence to FAI schedules, leading to enhanced overall operational efficiency and supplier performance.

4. KISWEL Sdn Bhd



Duration: February 2021-October 2022 (1 Year 9 Months)
Position Title: Purchasing Officer
Industry: Metal Manufacturing (Welding Consumables)
Work Description:

a. Procurement Management

- Planned, procured, and sourced raw materials, components, services, and maintenance parts from international suppliers, managing a quarterly budget of USD 2 million, resulting in successful and timely procurement.
- Negotiated with suppliers on sales contract terms, RFQ/RFP, prices, delivery terms, and schedules, achieving a 3-5% reduction in procurement costs through strategic sourcing and supplier negotiations.

b. Purchase Cycle Management and Supply Chain Operations

- Managed the purchasing cycle using an ERP system, including creating an average of 100 monthly purchase orders, handling RFQ processes, following up on POs, managing goods/services receipt and supplier billing, and conducting purchase forecasting, resulting in improved accuracy, streamlined processes, cost savings, and enhanced operational efficiency.
- Collaborated with forwarding agents and third-party logistics (3PL) to ensure timely clearance and successful delivery of shipments, achieving a Delivery In Full, On Time (DIFOT) of over 90%.
- Conducted monthly stock checks, forecasted demand, and maintained proactive communication with suppliers to prevent supply disruptions, ensuring a continuous and efficient supply chain operation.

c. Cost Optimization and Analysis

- Achieved USD ~50,000.00 in cost savings through effective negotiations for the purchase of cold rolled steel, hot rolled steel, wire rod, and chemical materials, optimizing procurement expenses and improving overall profitability.
- Achieved a 3-5% reduction in purchase costs through analysis of price margins and commodity markets, mitigating commodity risks effectively.
- Developed and implemented a comprehensive cash flow monitoring system of sales contract using Excel, resulting in a significant improvement of 95% in payment accuracy and a notable 25% reduction in outstanding invoices.

d. Supplier Relationship & Risk Assessment

- Identified and addressed bottleneck issues with 5 underperforming suppliers, implementing corrective measures to improve supplier performance, enhance delivery timelines, and maintain supply chain efficiency.
- Led the successful audit process for the purchasing department with Bureau Veritas Auditor for ISO 9001:2015 standards, ensuring compliance and accreditation in both 2019 and 2021, highlighting strong supplier relationship management and commitment to quality standards.
- Led and executed yearly stock-taking, supplier assessments, evaluations, and custom auditing, improving the overall efficiency and compliance of procurement processes.

e. Logistic Coordination and Compliance

- Successfully achieved a significant reduction in demurrage incidents, ensuring that the number of demurrage occurrences remained below 3 in 2022 through effective logistic coordination and compliance management, minimizing delays, additional costs, and optimizing supply chain efficiency.
- Created and implemented a comprehensive purchasing schedule for high-volume packaging supply delivery, averaging 30,000 units per month, ensuring consistent and timely availability of essential packaging materials.
- Monitored and ensured compliance with relevant regulations, including the Sales Tax Exemption Act 2018 and Custom Duty Exemption, reducing the risk of additional penalty charges to zero percent.

5. SDP Global Malaysia Sdn Bhd (Subsidiary of Sanyo Chemical Co., Ltd)



Duration: April 2018-January 2021 (2 Year 10 months)

Position Title: Total Quality Control Specialist cum Lab Purchasing

Industry: Chemical Plant & Manufacturing (Super Absorbent Polymer)

Work Description:

a. Quality Management

- Successfully established the Quality Department and provided support to R&D during the company's start-up and commissioning phases, resulting in the successful launch of the first major trial product and generating initial revenue.
- Implemented and maintained the Quality Management System (ISO 9001-2015) and HALAL certification, ensuring compliance, customer satisfaction, and timely resolution of customer issues.
- Managed internal and external audits by customers and government agencies, resulting in a successful positive audit record.

b. Supply Chain Management and Cost Savings

- Managed lab procurement activities, utilizing the SAP system to issue an average of 50 purchase orders per month, ensuring the timely acquisition of equipment, supplies, and services, achieving a high 95% on-time delivery rate, minimizing downtime, and ensuring uninterrupted lab operations.
- Successfully managed supplier sourcing projects for lab materials and apparatus, leading to significant cost savings of RM ~50,000.00 for the department.

c. Process Improvement and Equipment Management

- Collaborated closely with cross-functional teams throughout the commissioning activities to ensure alignment and timely execution, resulting in a streamlined process.
- Maintained inventory management of lab materials and apparatus, leading to decreased shutdown operations and improved efficiency.
- Provided guidance and advice to quality, production, business operations, and safety teams during corrective action updates.

d. Quality Assurance and Analysis

- Conducted daily quality inspections for in-process samples and finished products, averaging 150 samples per day, and ensuring product quality with a rejection rate of less than 5%.
- Monitored and maintained HPLC, GC, and UV-1800 Spectrometer equipment for calibration and maintenance, ensuring accurate analysis and testing, which improved the accuracy of the results.
- Validated Certificate of Analysis (COA) for finished goods based on customer requirements and record keeping in SAP system, ensuring accuracy prior to release.

e. Team Leadership

- Supervised and provided expert mentorship and training to the new TQC Specialist, resulting in a well-trained and knowledgeable team.

f. Event Management

- Successfully organized and managed the company's family day trip as a committee member at Desaru beach, overseeing a budget of MYR 20K. Coordinated logistics, activities, and vendor arrangements, ensuring a memorable and enjoyable event for employees and their families within the allocated budget.