

PERSONAL SUMMARY

My name is Nor Azam bin Musa, aged 42 years old. Possessor Diploma In Business And Management, University Technology Tun Abdul Razak in 1995.

Currently, I am attached with Misi Setia Oil & Gas Sdn.Bhd. as an Admin Executive. My jobs requires to handle full spectrum of the department which involved other aspect of responsibility such as to establish Policies and Procedure, New vendor and price negotiation, forecasting and Supplier Relation Management. As an Admin Executive I also have to oversee in total of team and staffing in daily operation including project requirement base.(Support Team)

I have comprehensive of 5 years experiences in Admin Operation and 11 years experiences in Purchasing Department which including Negotiation, Delivery Planning, Price Reduction, Forecasting, Inventory Control and others job related to purchasing requirement.

I'm a type of person who takes my work seriously and has strong believe of ethics and value and have always put them into practice in discharging my daily work. I am also believes in quality and excellent in individuals.

I am also considered myself as a self-motivated person with the ability to work independently and also with others level of people, either in small or large groups. I am also a good nurtured person and has cheerful disposition

My experience working with local and multinational companies has provided me with invaluable experience in my quest for self-development. It was mixed environment of both local and international setting has enriched me with the feeling of tolerance and appreciation for people.

PERSONAL DATA



Name : **NOR AZAM BIN MUSA**

Age : 42

Date of Birth : 23rd July 1972

Address : No 25, Jalan IV 1/3,
Impiana Villa,
71800 Nilai,
Negeri Sembilan

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Marital Status : Married

Citizenship : Malaysian

Race : Malay Muslim

Current Salary : RM4360

POSITION HELD / WORK EXPERIENCES

I August 2008 – Present

Admin Executive (Human Resource & Admin Department) Misi Setia Oil And Gas Sdn.Bhd.

- ❑ Overlooking department operation in total of company growing and establishment.(Operation And Staffing)
- ❑ Purchase all office equipment and items related to Admin requirement
- ❑ Daily walkabout and to check office surrounding day to day basis with the cleaning service contactor appointed by the company
- ❑ Responsible of profitability of the division – (Admin Team)
- ❑ Preparation of budgeting, forecasting and planning of the department team.
- ❑ Review and renewal the contract services for Admin Department supplier/contractor's related.
- ❑ Review and signing of purchase orders (to verify) before obtain Senior Manager Approval.
- ❑ Maintain good relationship with various group or section and staff with regards day to day matter related to Admin Team
- ❑ Site office and staffing accommodation under Admin Department operation
- ❑ Supporting and lead to company monthly events or company activities (Annual Dinner, Family Days, CSR and etc)
- ❑ HSE – Steering Committee Team Member
- ❑ Successfully set up of 2 new branches office for Misi Setia – Kemaman and Bintulu Office.
- ❑ Establish new potential vendor for the company.
- ❑ Monthly joint inspection / walkabout (HSE & Admin) to enhance good working environment, Health and Safety awareness.
- ❑ Represent company to local authority for any issue related to company business licensing issue such as BOMBA, Majlis Perbandaran, Hospital and etc.
- ❑ Monitor Security operation running without failing on duty roster attendance and hourly clocking result.
- ❑ Company vehicle maintenance and periodically checking including summons from JPJ & PDRM
- ❑ Preparation on Project Accommodation for site team member such as office, houses, hotel and networking arrangement.
- ❑ Assigned as PMT for Labuan project – Dalak Sipitang Project for new office set up and preparations.

II April 2008 – August 2008
Purchasing Executive (Procurement Department)
KNM Process System Sdn.Bhd.

- ❑ New part establishment and new vendor registration.
- ❑ Overlooking office administration and staffing
- ❑ Budgeting, pricing, forecasting and scheduling especially for oil & gas items – plate, pipe, valve, paint, screw nuts and bolt.
- ❑ Responsible for profitability of the division
- ❑ Delivery follow up to support production line for on time delivery by supplier

III June 1996 - March 2008
Purchasing Officer (Material Department)
Hitachi Electronic Products Malaysia Sdn.Bhd.

- ❑ New part establishment and new vendor registration.
- ❑ Overlooking office administration and staffing
- ❑ Budgeting , pricing, forecasting and scheduling especially for high value items – DVD Pick Up , Memory IC and Motors
- ❑ Responsible for profitability of the division
- ❑ Able to communicate with all level of people
- ❑ Team member for VMI project
- ❑ Team member of Fire and Traffic Committee (Safety & Health)

Previous Business Success

- Successfully in implementing CKT (China, Korea & Taiwan) project for sourcing cheaper and better products without compromising quality

Profile of Hitachi Electronic Products Malaysia Sdn Bhd

- A Japanese base company
- Manufacturer DVD-ROM,

IV August 1992 – May 1996
Hire Purchase Officer of MBF Finance, Kajang Branch

- ❑ Responsible for all legal cases of MasterCard account
- ❑ Authorize for Hire Purchase and Loan Application
- ❑ Reporting and budgeting on loan disbursement
- ❑ Back up main cashier during relief hour

EDUCATION / REFEREES

EDUCATION

- ❑ Diploma in Business & Management
Institute of Technology Tun Abdul Razak, Kuala Lumpur (UNITAR)
From 1993 - 1995
- ❑ Sijil Tinggi Persekolahan Malaysia (STPM)
Results – 2P & 2R
- ❑ Sijil Pelajaran Malaysia (SPM)
Results – Grade 2

REFEREES

Encik Mohd.Noor Bin Ishak
Manager – HSE Department
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Encik Rosli Bin Said
Assistant Manager – Procurement
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