



First Name : Mohd Syafiq **Last Name** : Saifullah
Current Position : Executive, Operational Sourcing
Current Employer : PETROLIAM NASIONAL BERHAD
(PETRONAS)
Current Contact (M) : (+60) 0135933726
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Current Location : Terengganu, MALAYSIA

Working Experience

4 years 4 months of total working experience (excluding the internship)

**Jan 2013 – Present
(4 years)**

Executive, Supply Chain Management Petroliam Nasional Berhad (PETRONAS)

Industry : Oil / Gas / Petroleum
Specialization : Operational Sourcing, Downstream
Role : Buyer
Position Level : Executive
Monthly Salary : MYR 4,629.00

Job Descriptions

- Involve in day to day operational procurement process of handling purchase requisitions (PR) until issuance of purchase orders (PO)
- Participate in all pre-award stages including selection of bidders, issuance of Request for Quotation (RFQ) / Invitation to Bid (ITB), Technical Evaluation, Commercial Evaluation and Award
- Lead negotiating with Suppliers & OPU's such as Techno – Commercial Clarification meeting as well as Kick off meeting and Technical Clarification meeting.
- Develop long terms price agreements and strategic collaboration with suppliers (OEM, Agents, Traders) for the supply of items & services under Mechanical Rotating & Static (MRS)
- Involve in business improvement initiatives such as:
 - Release Order: Purchase Order Ratio Improvement Initiative (2014 – present)
 - Vendor Improvement Initiative (2014)
 - Self-Assessment Audit – Inventory (2014)
 - GST Implementation for Procurement in PETRONAS (2015)
 - Self-Assessment Audit – Turnaround & Plant Change (2015)
 - Price Agreement Initiative (2016)

Key accomplishments

- Handled in average 1,000 Purchase Requisitions in a year
- Collected RM 538,731.36 in cost savings for 2014 alone
- Achieved 80% (average) in Average Processing Time (APT) of converting PR to PO

Sep 2012 - Jan 2013 (4 months)	Associate, Risk Assurance Services (RAS) PricewaterhouseCoopers (PwC) Malaysia
	Industry : Accounting / Audit / Tax Services Specialization : Business Continuity Management Role : Junior Associate Position Level : Fresh / Entry Level Monthly Salary: MYR 2,900
	<u>Job Descriptions</u> <ul style="list-style-type: none"> • Involve in auditing process for client's BCM plan which includes preparation until execution of BCM • Prepare & present all findings for post-audit meetings as well as facilitating workshop for client's improvement • Participate in interviews/discussions/meetings with client during data collection stage up until exit meeting
	<u>Project involved</u> <ul style="list-style-type: none"> • System Audit for CIMB Aviva (now acquired by Sun Life Insurance) • BCM Audit for PLUS
Dec 2010 - Jul 2011 (8 months)	Trainee, Graduate Leadership Program (GLP) General Electric International Inc. Kuala Lumpur, Malaysia
	Industry : Conglomerate Specialization : Marketing/Business Development Role : Business Development Position Level : Non-Executive/Trainee/Intern Monthly Salary : MYR 700
	<u>Job Descriptions</u> <ul style="list-style-type: none"> • Involved in enterprise selling through series of engagement with potential clients • Participated in due diligence process and data analysis • Attached to project team in building revenue database to be used groupwide

Education Background

Completed 4 years 5 months of tertiary study including 1 year foundation study

Jan 2008 – May 2012 (4 years 5 months)	Universiti Teknologi PETRONAS (UTP), Malaysia Bachelor's Degree of Technology, Business Information Systems
	Major : Knowledge Management Minor : Financial Management Final CGPA : 3.18/4.00 (2 nd Class Upper)
	<u>Summary</u> <ul style="list-style-type: none"> • Paperwork for Final Year Project was published by IGI Global in their publication of "Building a Competitive Public Sector with Knowledge Management Strategy" edited by Yousif Al Bastaki and Amani Shajera

- Awarded Bronze Medal for Final Year Project entitled “Capturing Tacit Knowledge in Oil & Gas Project Management using Storytelling” during Science & Design Exhibition (SEDEX) Universiti Teknologi PETRONAS

Skills

Intermediate (2 years' experience & above)	SAP Applications for Procurement, Purchasing & Tender Management, Supplier/Vendor Management, Procurement Planning & Strategic Sourcing, Negotiation, Business & Management Accounting, Microsoft Office Tools,
Basic (below 2 years' experience)	SAP Inventory, Logistics, Material Management, Visual Basics, HTML

Completed Training

- Operational Sourcing – Below Threshold
- Procurement Negotiation
- Procurement Governance
- Strategic Sourcing
- Contract Management
- Value of Integrity for Executives
- SAP Sourcing
- SAP Inventory
- MS Access to Manage Your Data
- MS Excel (intermediate & advanced)
- Customs Import & Export Processing

Languages

Languages	Proficiency Level
Malay	Spoken : Excellent Written : Excellent
English	Spoken : Excellent Written : Excellent <ul style="list-style-type: none"> • Graded with A2, General Certificate of Education Ordinary Level, University of Cambridge Local Examinations Syndicate in collaboration with Examination Syndicate Ministry of Education Malaysia 2007

Additional Information

Mailing Address	EF49, Kampung Ketapang Hilir, 26600 Pekan, Pahang, Malaysia
Date of birth	14 th March 1990
Age	27 years old (as of 2017)
Marital Status	Single
Driving Licence	B2, D
Notice Period	Up to 3 months
Bonding status	Not bonded

References

Name	M Adenan B Yusof
Position	Manager, Operational Sourcing
Company	Petroleum Nasional Berhad (PETRONAS)
Relationship	Immediate Superior
Address	Level 2, Share Materials & Services Organization (SMSO) East Coast Regional Office (ECRO), 24300, Kerteh, Kemaman, Terengganu, Malaysia
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Position	Market Development Director
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Relationship	Internship Supervisor
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Name	M Luqman Hasan
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