

CURRICULUM VITAE



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APPLICATION FOR: INTERNAL AUDIT EXECUTIVE

PERSONAL QUALITIES

Integrity



Professional



Leadership



Independent



Hardworking



Dedication



EDUCATION BACKGROUND

2009 – 2011

Bachelor in Science (Hons) Plantation Technology and Management

Universiti Teknologi MARA, Shah Alam, Selangor

CGPA: 3.27

2006 – 2009

Diploma in Plantation Industry Management

Universiti Teknologi MARA, Jengka, Pahang

CGPA: 3.25

2005

Sijil Pelajaran Malaysia (SPM)

SMK Bukit Besar, Kuala Terengganu, Terengganu

Grade: 5A

2013 – Present

RESEARCH OFFICER (Q41)

MALAYSIAN PALM OIL BOARD (MPOB)

a) Malaysian Sustainable Palm Oil (MSPO) Certification

- A document controller for “Manual Prosedur Kerja (MPK)” for independent smallholder under MPOB.
- Assist independent smallholder to certify with MSPO by providing training and talk, prepare documentations, involve in the MSPO audit and assist in the preparation of corrective action report.
- Prepare annual program for MSPO internal audit for 162 SPOCs in Malaysia.
- Currently conduct 27 internal audits of MSPO Part 2 for independent smallholder under SPOCs. (21 audit as Lead Auditor, 6 audit as Qualified Auditor)
- Provide briefing and training of MSPO Part 2 for independent smallholder and related agencies such as Pertubuhan Peladang Kawasan (PPK) and FFB dealers.
- Provide briefing and training of MSPO Part 3 for organize smallholder such as FELDA, Felcra and PKEINPk.
- Currently conduct 41 training and talks of MSPO Part 2 and Part 3 related to MSPO awareness, good agricultural practices and including relevant laws such as OSHA 1994, FMA 1967 and EQA 1974.
- Provide consultation services of MSPO Part 3 including training and awareness, documentation support, pre assessment audit, internal audit and related assessment for oil palm estates such as United Malacca Berhad (UMB), RISDA Estates Sdn Bhd, RISDA Semaian and Landskap Sdn Bhd, Ladang Ketengah Perwira, Koperasi Perkhidmatan Pelajaran Nasional Berhad (KOPENAS), Ladang Koperasi Polis Terengganu, Pertubuhan Peladang Kebangsaan (NAFAS) and CNY Property Sdn Bhd.
- Prepared the monthly report of MSPO current status of independent smallholder to YB minister of Ministry of Plantation Industry and Commodity (MPIC)

b) MPOB Code of Practices (CoP) Certification

- Lead auditor for MPOB CoP certification, responsables in the planning and auditing for Code of Good Nursery Practice (CoPN), Code of Good Agricultural Practice (CoGAP) and Code of Good Milling Practice (CoPM).
- In the middle of collecting 407 mandays for CoP audit (140 mandays as lead auditor, 181 mandays as qualified auditor).
- Prepare audit report and presented to evaluation committee for certification award.
- A technical working committee for revision of CoGAP.
- Involve in promotion of CoP certification for oil palm plantation such as United Malacca Berhad (UMB), Ladang Tai Tak Sdn Bhd, RISDA Estates Sdn Bhd and Ladang Rakyat Terengganu Sdn Bhd.

c) Others

- Poster Presenter for MPOB International Palm Oil Congress (PIPOC 2017) in KLCC and Regional Conference of Sustainable Agricultural (ReCSA 2016) in UMS, Sandakan.
- Internal Assessor for “Anugerah Stesen Penyelidikan MPOB Terbaik”.
- Internal Auditor for ISO 9001:2008 for MPOB in 2016.

WORKING EXPERIENCE

2011 – 2013

ESTATE ASSISTANT MANAGER

YP PLANTATION HOLDINGS SDN BHD

- Assist estate manager in all aspects of estate operation by following company procedures, good agricultural practices, good management practices and laws.
- Assist estate manager in prepared annual estate budget and work program.
- Managed local and foreign workers in order to comply with estate procedure and national laws.
- Experienced in managing new development and immature stages of oil palm estate.
- Experienced in managing oil palm in peat soil area.
- Experienced in handling major pest in oil palm such as wild boar and elephant attack.

EXPECTED SALARY

RM 5,000 – RM 5,500 (Negotiable)

CERTIFICATION AND COMPETENCY

- MSPO Lead Auditor
- MPOB CoP Lead Auditor
- OSH Act 1994 & Regulations
- Factories & Machinery Act 1967
- Environmental Quality Act 1974
- Employment Act 1955
- Social Impact Assessment (SIA)
- ISO 14001:2015 Environmental Management System (EMS)
- ISO 14001:2015 & OSHAS 18001:2007 Integrated Management System (IMS)
- ISO 17021:2015
- ISO 9001:2008 Quality Management System (Understanding and Implementation)
- ISO 9001:2015 Quality Management System (Internal Audit)
- MPOB – Pengurusan dan Penyelenggaraan Nurseri Sawit
- MPOB – Kemahiran Menggred Buah Sawit

REFERENCES

Rozanna Rosdin

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Certification Management Group,
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Nazira Khabibor Rahman

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Sustainability, Conservation and
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