

**Sharifah Khairuzan Syed Mohd Ali**

Female

35 years old

No. 15, Jalan Cerun 8/1C, 40 000 Shah Alam, Selangor.

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## Experience

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Aug 2016 - Present

**Procurement Senior Executive**

Parkson Edutainment World Sdn Bhd | Selangor, Malaysia

Industry	Edutainment
Specialization	Procurement
Role	Purchasing for Operations
Position Level	Senior Executive
Monthly Salary	MYR 3,500 (Negotiable)

Involved directly in purchasing for all materials, items and replenishment for Education Division, Merchandising Division and Food and Beverages division. Work closely with all the suppliers in terms of negotiating price, delivery and payment terms. Inventory controls for Food and Beverages division as well as advice divisions in terms of suppliers' selection.

Monitoring cost control and documentation in compliance with ISO Standards as well as report directly to the Managing Directors.

Reason for looking career opportunities: Company is downsizing. No room for career advancement and looking to join corporate atmosphere to fully utilize skills and knowledge.

Jan 2015 - Aug 2016  
(1 year 8 months)

**Procurement, Marketing (Freelance Consultant)**

e-Business (Apparel) | Selangor, Malaysia

Industry	Apparel
Specialization	Marketing/Business Development
Role	Marketing Executive
Position Level	Senior Executive

Identify potential products, conducting market research, production timetables, pricing and developing marketing strategies. Involved directly in procurement and purchasing process.

Reason for leaving: Lack of marketing fund. Business not doing so well.

2013 - 2015  
(2 years 1 month)

**Invigilator (Examination) (Part-Time)**

University Sains Malaysia Off-Campus (Part-Time) | Selangor, Malaysia

Industry	Education
Specialization	Education
Role	Others
Position Level	Non-Executive

Work as INVIGILATOR for University Sains Malaysia off-campus students for 2 years at INTEK UiTM SHAH ALAM; supervise students during examination.

Apr 2010 - Jun 2012  
(2 years 3 months)

**Business Development (Entrepreneurial) – SME:F&B Industry**

Jasmine Heritage (M) Sdn Bhd | Selangor, Malaysia

Industry	Food & Beverage / Catering / Restaurant
Specialization	Food/Beverage/Restaurant Service
Role	Management
Position Level	Senior Executive
Monthly Salary	MYR 3,800

**Responsibilities:**

Assist in setting up the business and managed the company's human resource, finance and purchasing division. Responsible in recruiting and managing staffs, assigning work-role to the workers, setting up the guideline and procedures, finance and account controls, lead administration functions for daily operation, raw materials, suppliers and partners.

HALAL Certification approved by Majlis Agama Islam Selangor.

Reason for leaving: Lack of marketing fund. Business needed to shut-down.

Nov 2007 - Feb 2009  
(1 year 4 months)

**Assistant Manager - Procurement/Purchasing**

Empirical Systems Sdn Bhd (KUB Berhad Subsidiary) | Selangor, Malaysia

Industry	Computer / Information Technology (Hardware)
Specialization	Purchasing/Inventory/Material & Warehouse Management
Role	Purchasing
Position Level	Manager
Monthly Salary	MYR 3,500

**Responsibilities:**

Work as purchasing analyst, most involved in approving and processing purchase orders, quotation and payment validation. Deal with Distributors and Account Managers in payment verification and approval. Ensure all procurement process meets ISO Standard.

Projects: PPSMI Phase 6 Awarded by Ministry of Education (Program Pembelajaran Sains dan Matematik dalam Bahasa Inggeris ; Pembekalan Peralatan ICT)

Reason for leaving: Difficulties in pregnancy.

Nov 2006 - Nov 2007  
(1 year 1 month)

**Senior Executive - Procurement Department**

Vital Delta Sdn Bhd (APEX Berhad Subsidiary) | Selangor, Malaysia

Industry	Computer / Information Technology (Hardware)
Specialization	Purchasing/Inventory/Material & Warehouse Management
Role	Purchasing
Position Level	Senior Executive
Monthly Salary	MYR 3,000

**Responsibilities:**

Work as purchasing analyst, starting from quotation, purchase orders and invoicing. Involve in tender preparation starting from quotations, price evaluation, preparation and submission of tenders; handling trainings and exams' registration for all the engineers and technical support team.

Reason for leaving: Better opportunity offered and career development.

Feb 2006 - Sep 2006  
(8 months)

**Associate/Executive – Marketing & Procurement Associate**

Exxonmobil (Esso Malaysia Berhad) | Kuala Lumpur, Malaysia

Industry	Oil / Gas / Petroleum
Specialization	Purchasing/Inventory/Material & Warehouse Management
Role	Purchasing
Position Level	Junior Executive
Monthly Salary	MYR 2,500

**Responsibilities:**

Work as Purchasing Analyst, dealing with Suppliers and Client (ExxonMobil), handling global and local agreements, starting from quotation, bidding and award recommendation. Involve in negotiation and monitoring supplier performances. Handling Oil Service Station equipment from Underground tanks to C-store items, service stations uniform, loyalty reward card, training program and office equipment.

Reason for leaving: No permanent position. Only contract position available.

Sep 2005 - Feb 2006  
(6 months)

**Auditor – Audit Department**

Exxonmobil (Esso Malaysia Berhad) | Kuala Lumpur, Malaysia

Industry	Oil / Gas / Petroleum
Specialization	Finance - Audit/Taxation
Role	Auditing
Position Level	Fresh / Entry Level
Monthly Salary	MYR 2,200

Assist Engineering Manager in managing the following:

- Procurement and payables with their outsourced service providers

- Prepare and analyze spend report
  - Financial performance analysis
  - Conduct audit on outsourced service provider activities
  - Oversee controls and SH&E aspect and related documentation
  - Other work as required and deemed fit
- Reason for leaving: Promoted to Procurement Department in HQ.

## Education

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2005	<b>University of Staffordshire, United Kingdom</b> Bachelor's Degree in Economics   United Kingdom
	Major                      Business Economics
2003	<b>University of Technology Mara (UiTM Shah Alam Campus)</b> Diploma in Property Development/Real Estate Management   Malaysia
	Major                      Property Development / Real Estate Management

## Additional Info

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Seminars / Trainings:

1. Kursus Pengendalian Makanan (Ministry of Health Malaysia) - For HALAL Certification (Year 2011)
2. The Employment Act 1955 by HEADWAY Training & Development Centre (Year 2007)
3. International English Language Testing System (IELTS) by British Council/IELTS Australia / University of Cambridge ESOL Examinations (Year 2003)
4. Young Executive Seminar by UiTM Shah Alam Campus (Year 2003)
5. Participation of Emas Nite by UiTM Shah Alam Campus (Year 2003)
6. Seminar Bina Insan PKIB by UiTM Shah Alam Campus (Year 1999)
7. Participation of Essay Writing by Pan-Pacific and South-East Asia Women's Association of Malaysia (PPSEAWA MALAYSIA) (Year 2000)
8. Participation of Bicycle Expedition Hari Shah Alam (Year 1996)

Referee: En. Shahrul Ja'far (HR Manager/Parkson Edutainment World)

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