



PROFILE

Experienced in house legal counsel with more than 19 years of experience in various industry. Licensed as Company Secretary by the SSM.

AGE

45 years old (born on 16 Sept 1977)

MARITAL STATUS

Married with 4 children

ADDRESS

No. 31, Jalan GP 3/7
Taman Gombak Permai
68100 Batu Caves Selangor

CONTACT

PHONE:
012 – 303.6289

LINKED IN PROFILE
Raihan Ramli

EMAIL:
raihan.ramli77@gmail.com

EXPECTED SALARY

RM20,000.00 (negotiable)

NOTICE PERIOD

3 months

RAIHAN RAMLI

IN HOUSE LEGAL COUNSEL

EDUCATION

MARA University of Technology (UiTM), Shah Alam

June 1998 - Sept 2001
Bachelor of Law (with Honors) (LL.B)(Hons.)
Bachelor of Law (LL.B)

Centre For Preparatory Education, MARA University of Technology (PPP/UiTM), Shah Alam

June 1995 – May 1998
Northern Consortium United Kingdom (NCUK) Programme
Advanced Level (A Level) (majoring in Law)/ IELTS

PROFESSIONAL CERTIFICATION

Admission to Malaysian Bar:

31st October 2002

Licensed as Company Secretary:

13th May 2019 (LS0010620)

WORK EXPERIENCE

MEDIVEST SDN BHD, Head of Legal & Secretarial Department

March 2020 until present

Lead the Legal & Secretarial Department (3 subordinates), with direct reporting to the CEO. Coordinate the meetings of the company and involved in the preparation of the policies and standard operating procedures of the company. Oversee legal matters of the operation of the Group of Companies.

Project/Task Undertaken:

- Drafted and revised new tender bundle.
- Secretariat for Management meeting, Tender Working Committee meeting, Operation Meeting, Whistleblower Committee, EXCO and Board meetings.
- Drafted and conducted trainings on ABAC Policy & Whistleblower Procedure.
- Prepared and finalized contracts and letter of awards for successful bidders.
- Joint Company Secretary for Medivest Group of Companies.

SCOMI OILTOOLS SDN BHD, Manager, Legal & Corporate Secretarial

July 2019 – March 2020

Entrusted as the legal focal point for Scomi entities in APAC Countries.

Project/Task Undertaken:

- Reviewed and finalized tender exceptions for APAC Countries' operations (approximately 3 tenders in a month).
- Assisted Company Secretary in lodgement of annual returns and other statutory forms for Scomi entities registered in Malaysia.

PROFESSIONAL SKILLS

Communication
Team Player
Critical thinking
Opinion Writing
Contract Review

HOBBIES

Reading
Crafting

REFEREES

Puan Wan Farhah Binti Wan Hamzah
General Manager, Legal & Secretarial
Rohas-Euco Industries Bhd
Mobile No: +6017 880 3030

Puan Nor Razidah Binti Razak
Advocate & Solicitor
Messrs Nor Razidah Razak & Co.
Mobile No: +6016 3320510

PLUS BERHAD, Head, Contract Management, Admin & Collection, May 2019 – July 2019

Head the revenue collection exercise for the R&R stations on PLUS Highway (with 8 subordinates).

Project/Task Undertaken:

- Organised Halal Training Programme for all R&R officers.

SCOMI OILTOOLS SDN BHD, Manager, Legal & Corporate Secretarial

Oct 2013 – Apr 2019

Entrusted as the legal focal point for Scomi entities in APAC Countries.

Project/Task Undertaken:

- Reviewed and finalized tender exceptions for APAC Countries' operations (approximately 3 tenders in a month).
- Secretary for Tender Meetings.
- Department Auditor for Quality Management System.
- Drafted the Department's standard operating procedures.

HALAL INDUSTRY DEVELOPMENT CORPORATION SDN BHD

Head of Department, Legal & Secretarial

Feb 2007 – Sept 2013

Lead the Legal & Secretarial Department, with direct reporting line to the CEO, entrusted to handle all legal related matters of the company, and acted as secretary for various meetings of the Company.

Project/Task Undertaken:

- Drafted the Halal Industry Bill and acted as liaison officer between the PMO, AGC, JAKIM, EPU and MOF.
- Prepared the Agenda and coordinated the BOD Meeting.
- Worked closely with the Company Secretarial on lodgment of statutory forms.
- Drafted various legal contracts and involved in SOP development.

ERF SDN BHD – Legal Executive, Bumiputera Development Unit

July 2003 – Jan 2007

The only legal personnel in the Company providing legal advice, introducing policies and attending to approximately 60 portfolios involving recovering of 'non-viable' projects/loans.

Project/Task Undertaken:

- Recorded recovery of loan at RM3.0Million in August 2005 as compared to RM8.4Million in 2006.
- Outstanding NPL cases reduced to 32 cases from 48 cases with 1 case fully settled.
- Successfully completed the sale of secured property of NPL borrowers at a recovery sum of RM1.55Million.
- Restructured 3 cases for collection of loans.
- Participated in Credit Assessment committee in assessment of new application for loans.
- Involved in Domestic Inquiry Process as Management's Witness

MESSRS NIK SAGIR & ISMAIL – Legal Assistant

Dec 2001 – June 2003

Assisted the Senior Partner(s) of the Firm in corporate matters particularly in corporate governance and Listing activities.

Project/Task Undertaken:

- Prepared, drafted, finalised the S&P of shares of Laserscan Sdn Bhd by Schawk Inc.
- Involved in the preparation and finalization of the Prospectus of Brite-Tech Berhad for the listing in the Mesdaq Market of KLSE. Involved in various legal due diligence exercise on companies for listing purposes.