

RESUME

Nur Shazlin Ahmad Kushairi

Contact Info

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Personal Particulars

Age : 43
Date of Birth : 16 October 1977
Nationality : Malaysia
Gender : Female
Marital Status : Married
IC No. : 771016-14-5884

Educational Background

Degree : LLB (Hons)
Institute/University : Universiti Teknologi MARA (UiTM)
Graduation Date : Nov 2002

Professional Qualification

Advocate & Solicitor of the High Court of Malaya (2003)

Employment History

A. SP Oil & Gas Malaysia Sdn Bhd (a member of Shapoorji Pallonji Group)

Position : **Head, Contracts**
Designation : **Contracts Manager**
Industry : **Oil & Gas**
Tenure : **Oct 2019 - Current**

General Duties:

Responsible for all legal matters, contract management, contract negotiations and contractual claims in relation to the construction of Floating Production, Storage and Offloading ("FPSO") vessel for Oil and Natural Gas Corporation ("ONGC") an Indian multinational crude oil and gas corporation in respect of Charter Hiring of FPSO for NELP Block KG-DWN-98/2 Development Project Cluster -2 in offshore waters of India ("the Project").

B. Malaysian Resources Corporation Berhad (MRCB)

Position : **Head of Legal, Engineering and Construction Division**
Designation : **General Manager**
Tenure : **Jan 2019 - April 2019 (Group wide restructuring exercise)**

General Duties:

Responsible for all legal matters concerning the Engineering and Construction Division.

Position : **Head of Group Legal**
Designation : **General Manager**
Industry : **Construction, Property Development and Investment Holding**
Tenure : **Nov 2015 - Jan 2019**

General Duties:

Responsible for all legal matters concerning the MRCB Group of companies (local and overseas).

- Providing in house legal advisory services to MRCB Group of companies, on all legal areas including but not limited to corporate, property development, transit oriented development, construction, contract negotiations both local and international, conveyancing, litigation, arbitration and CIPAA matters;
- Handling all corporate exercises involving the MRCB Group of companies;
- Advising the Board of Directors, EXCO and senior management of the MRCB Group of companies;
- Reviewing all construction related contracts, tender documents and attending to contract negotiations;
- Reviewing all legal aspects of financing documents for both property and construction division;
- Managing MRCB Group's litigation, arbitration and CIPAA portfolio. Where necessary act on behalf of the company in CIPAA and housing tribunal actions;
- Reviewing pre-award tender terms and conditions of contract to identify and mitigate commercial risk as well as carry out legal risk assessment of contracts and ensure relevant mitigation measures (in consultation with Business Units) are in place;
- Providing contract management assistance to Business Units where necessary;
- Managing the panel of solicitors of the MRCB Group of companies;
- Ensure compliance with applicable laws including Bursa Malaysia Listing Requirements, governing and impacting the MRCB Group of companies;
- Reviewing and update various standard template contracts and company policies;
- Managing MRCB Group Legal Department.

Achievements:

- Appointed as company representative and member of Joint Project Management Committee for LRT 3 Project;
- Appointed as member of the Board for the MRCB George Kent Sdn Bhd;
- Actively participated in the High Speed Rail tender for the Project Delivery Partner tender

between MyHSR and Gamuda-MRCB JV.

- Actively participated in negotiations with relevant government bodies in respect of Privatisation Agreement entered into between a subsidiary of MRCB and Kementerian Belia dan Sukan for the privatisation of the Bukit Jalil Stadium.
- Actively participated in the negotiations and drafting of agreements related to property development such as KWASA Project, Bukit Jalil Project, Carnegie Australia and other international projects undertaken by the group.
- Successfully formulated and implemented standardised agreement templates for the group.

C. Boustead Heavy Industries Corporation Berhad

- i. **Position** : **Deputy - Contract Management**
Littoral Combat Ship Programme (Defence & Security Division)
- Designation** : **Senior Manager**
- Industry** : **Shipbuilding, Maintenance, Repair and Overhaul Services**
- Tenure** : **April 2015 - Nov 2015**

General Duties:

Assist the Director of Defence and the Head of Contract Management on all contracts and commercial matters vis-à-vis the Littoral Combat Ship Programme ("LCS Programme") under the Defence and Security Division.

- ii. **Position** : **Contracts & Commercial, Submarine In Service Support**
(Defence & Security Division)
- Designation** : **Senior Manager**
- Industry** : **Shipbuilding, Maintenance, Repair and Overhaul Services**
- Tenure** : **2011 - March 2015**

General Duties :

Assist the Director of Defence and the Head of Submarines on all contracts and commercial matters vis-à-vis the Submarine In Service Support Project ("SM ISS Project") under the Defence and Security Division.

- Providing legal advisory services to the SM ISS Project, on all legal matters including but not limited to contract negotiations both local and international;
- Serve as a first and key point of contact for customers and sub-contractors on contractual matters concerning the SM ISS Project in particular the Project Supply Chain Department;
- Ensure timely Reviewing and approval / reconciliation of variations and amendments of contracts;
- Assist in negotiating and reviewing contracts and Service Level Agreements with relevant suppliers and subcontractors;
- First point of contact for all contract related matters (from drafting of Letter Of Acceptance, Subcontracts, Collaboration Agreements, Joint Venture Agreements and relevant amendments, to preparing explanatory notes i.e. for circular board resolutions, reviewing of Purchase Orders' terms and conditions etc.);
- Undertake contract review with project team on an ongoing basis;
- Maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for the areas of responsibility;

- Ensure that signed contracts are communicated to all relevant parties to providing contract visibility and awareness, assist relevant parties with contract interpretation to support implementation;
- Monitor transaction compliance (milestones, deliverables, invoicing etc.) for reporting to Senior Management;

Achievements:

- Entrusted with the responsibility of managing the Project Supply Chain Logistics Department during the leave of absence of the Head of Project Supply Chain Logistics.
- Conduct contract negotiation with local and foreign / multinational vendors inter alia but not limited to DCNS S.A, Thales, relevant Malaysian government ministry and the Royal Malaysian Navy;
- Promoted to Littoral Combat Ship Programme in April 2015.

D. Ranhill Berhad

Position : Head of Construction Unit Group Legal
Designation : Senior Manager, Group Legal
Industry : Construction, Highway Concessionaire, Energy and Utilities
Tenure : 2011

General Duties :

Assist the SVP Group Legal in providing legal advisory services to the Ranhill Berhad group of companies particularly in construction related matters.

Work Description

- Responsible for all construction related legal matters concerning the Ranhill Group;
- Responding to client invitation to tender requirements (in conjunction with Project Team) including:
 - Reviewing of contract documents;
 - Preparation of contractual and commercial qualification;
 - Assist in contract planning and negotiations;
 - Contract compilation and issue;
 - Project management support;
- Assist the Project Team in conducting legal risk assessment profiling on each potential project and / or tender exercise involving the Group for recommendation to the risk committee before the Company proceed to embark on any project and /or tender;
- Preparing Instructions to Tenderers (ITT) for subcontract works, evaluating submissions and managing alignment with main contract/tender;
- Assist in management of claims and variations and timely invoicing;
- Drafting and vetting of all agreements inter alia but not limited to Shareholders Agreement, Joint Venture Agreement, Consortium Agreement, FIDIC Contracts (with modifications), Letters of Award, Non-Disclosure Agreement, Memorandum of Understanding, Letter of Award, Sub-contract Agreement, Guarantees, Assignments and Confidentiality Agreement and Project Financing related document;

Achievement:

- Assisted the Project Team in direct contract negotiations and preparing the necessary contract document with subcontractor from China for a combined cycle power plant project in Bangladesh.

E. Rohas-Euco Industries Bhd. (REI)

Position : **Head of Legal and Secretarial Department,**
Designation : **Manager, Legal and Secretarial**
Industry : **Fabrication and Construction of Telecommunication Towers;
Construction and Commissioning of Sewage Treatment Plant.**
Tenure : **2009 - 2011**

General Duties:

Providing legal advisory and secretarial services to the Rohas-Euco Industries Bhd group of companies.

Work Description

- Drafting and vetting all contracts for the Group inter alia but not limited to Shareholders Agreement, Joint Venture Agreement, Consortium Agreement, FIDIC Contracts (with modifications), Letters of Award, Non-Disclosure Agreement, Financing Documentations, Guarantees;
- Managing the Group's Legal and Secretarial portfolio;
- Implement corporate exercises (whenever the need arises) and preparing the relevant legal and statutory documentations;
- Providing legal advisory services to the Group on all legal matters including but not limited to contract negotiations both local and international, corporate, intellectual property, conveyancing, employment and litigation;
- Assist the Group and the project teams during pre and post contract award by the Client inter alia tender submissions, clarifications, handling general query from project team and highlighting pertinent areas of the contract to ensure works are carried out in accordance with the schedule, timely issuance of invoices and collections;
- Providing advice on dispute resolution matters pre-litigation and post litigation, to avoid litigation and / or minimise exposure wherever possible;
- Liaising with external solicitors, merchant bankers, corporate advisers, underwriters, arrangers and relevant regulatory bodies;
- Preparing Board of Directors Minutes of Meeting as well as Minutes for Monthly Management Meeting, compilation and distribution of the necessary reports to the Board of Directors and Management respectively;
- Preparing directors' circular resolutions, statutory documents and filing the same within the required timeline;

Achievements:

- Assisted the Company in direct contract negotiations and preparing the necessary contract documents with Electricite Du Laos for a transmission line project in Lao PDR;
- Assisted the Company in direct contract negotiations and preparing the necessary contract with Ericsson Philippines for a supply of telecommunication tower and maintenance project in the Philippines;
- Assisted a subsidiary of the Company in direct contract negotiations with Gamuda Engineering Sdn Bhd for a sewerage treatment plant project in Yen So Park Vietnam;
- Performed functional secretarial duties for the group.

F. Shapadu Energy and Engineering Sdn Bhd

Position : **Head of Legal Department
(Reporting to the Chief Executive Officer and Chief Operations Officer)**
Designation : **Assistant Manager, Legal**
Industry : **Oil and Gas**
Tenure : **2009**

Work Description

- Drafting and vetting of all agreements inter alia Memorandum of Understanding, Letter of Award, Sub-contract Agreement, Business Venture Agreement, Business Cooperation Agreement, Partnership Agreement, Bank Guarantee, Parent Company Guarantee, Joint Venture Agreement, Assignments, Confidentiality Agreement;
- Providing legal advisory services to the Company and the project team on all legal matters including but not limited to contract negotiations, corporate conveyancing and litigation;
- Assisting the Company and the project teams during pre and post contract award by the Client vis-a-vis preparation of project budget, cash flow and highlighting pertinent areas of the contract to ensure works are carried out properly and in accordance with the schedule, timely issuance of invoices and collections;
- Providing advice on dispute resolution matters pre-litigation and post litigation, to avoid litigation and / or minimise exposure wherever possible and managing the Company's litigation portfolio;
- Attending and providing advice in operation meetings, management meetings and special EXCO meetings;
- Attending contract negotiations with Clients, subcontractors and / or affiliates both local and overseas;
- Managing and liaising with panel of solicitors;
- Managing the day to day operations of the Legal Department.

Achievements:

- Assisted the project team in direct contract negotiations with Hindustan Oil Exploration Company Limited in Chennai, India;
- Assisted the Company in direct contract negotiations and preparing the necessary agreements for an Oil and Gas related business venture in Turkmenistan;
- Assisted the Company in direct contract negotiations and preparing a Business Cooperation Agreement with Master Marine ASA of Norway

G. IJM Corporation Berhad

Designation : **Senior Legal Executive**
Industry : **Construction, Property Development and Highway Concessionaire**
Tenure : **2006 - 2009**

Work Description:

Assist the Senior Manager of Legal in providing legal advisory services to the parent company as well as all subsidiaries both local and international within the group:

- Drafting, vetting agreements concerning all business activities of the Group including but not limited to Sale and Purchase Agreement, Letters of Award, Sub-Contract Agreements, Conditions of Contract, Consultancy Agreements, Advertising Agreements, Highway Concession Agreements, Novation Agreements, Tenancy Agreements Construction Contracts, Shareholders Agreement, Memorandum of Understandings, Joint Venture Agreements and Letter of Guarantee;
- Managing the Group's litigation portfolio;
- Representing the Group in Industrial Court vis-a-vis contested Industrial Court matters and preparing the relevant cause papers thereof;
- Handling general administration matters of the Department, conducting legal research, contract negotiations;
- Liaising with various divisions including but not limited to Group Finance and Group's Company Secretary (Corporate Services) in drafting the necessary resolutions as well as circulars in various corporate exercises.

Important Assignments:

- Streamlining all litigation and arbitration matters of the Group;
- Managing and regulating the Group's panel of solicitors;
- Assisting the Senior Manager Legal in the corporate exercise vis-à-vis the acquisition of Road Builder (M) Holdings Bhd, the purchase of IJM Properties by RB Land Holdings Bhd, bond issuance by New Pantai Expressway which entails assisting the external solicitors in conducting due diligence and confirmation of the necessary reports, drafting and vetting the necessary Master Sale Agreement, Novation Agreements, drafting the necessary circulars, submissions to the Securities Commission and confirmation of relevant material litigation thereof;
- Drafting the relevant agreements for the Southern Double Track Project awarded by IRCON to IJM Norwest Joint Venture;

Achievement:

Awarded with an early confirmation, double bonus and high increment based on performance.

H. CIMB Group

Designation : Legal Executive
Industry : Banking & Financial Services
Tenure : 2005 - 2006

On assignment basis from EPIC-I Sdn Bhd to Group Information and Operations Division (GIOD) Legal of CIMB Berhad.

Work Description:

Assist the Head of Corporate Unit - Legal, Group Interim Operations Division (GIOD) CIMB in:

- Handling all legal matters vis-à-vis business activities undertaken by the Group;
- Providing legal counsel and advice in respect of all business activities of the Group;
- Ensuring maximum protection of the CIMB Group's rights and to maintain its operation within the limits and in accordance with the requirements of the law (statutory compliance);
- Drafting and vetting all agreements and legal documents relating to the business operations of the Group;
- Liaising with Group's panel of solicitors;
- Conducting legal research
- Handling administrative matters of Legal Department.

I. BH Lawrence & Co

Designation : Associate
Industry : Legal Practice
Tenure : 2003 - 2005

Work Description:

- Specialising in General Litigation;
- Portfolio includes, inter alia Contract Law, Company Law, Landlord and Tenant, Building Contracts, Torts;
- Drafting various interlocutory applications inter alia Injunctions, Stay of executions, Appeals, Application to strike out pursuant to Order 18 Rule 19, Setting Aside Bankruptcy Notice, Amendments of Pleadings, Summary Judgments Applications (High Court & Subordinate Court), in addition to drafting Pleadings, Divorce Petition, rendering legal and drafting Opinions, Tenancy Agreements and General Contracts;
- Attending High Court hearings and mentions in chambers as well as open court;
- Attending hearings and mentions in the Subordinate Courts

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