

MOHD BADRULZAMAN BIN HUSSAIN

KEY SPECIALISATION SKILLS

8 years experience in Legal Practice and In-House Legal Counsel focusing on:

- Litigation (Civil Matters)
- Corporate (Drafting and Vetting of Agreements)
- Companies' Law & Association
- Contract Management
- Insurance Law
- Civil Aviation
- Legal Compliance
- Legal Advisory
- Business Development
- Marketing

EDUCATION

Universiti Teknologi Mara
(UiTM), Shah Alam, Selangor
Bachelor of Laws (LLB)(Hons)
2011-2012

Universiti Teknologi Mara
(UiTM), Shah Alam, Selangor
Bachelor of Legal Studies(Hons)
2008-2010

Universiti Teknologi Mara
(UiTM), Merbok, Kedah
Pre-degree in Legal Studies
2006-2007

CONTACT & INFO

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bin Hussain**
No. 114, Jalan
Pandan Indah 18,
Pandan Indah, 55100
Kuala Lumpur.

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012-3809387

3 June 1988
Single

ABOUT ME



I am always motivated to be the best among the best. I strive to serve the best in a well-known and established organisation and seek for a better career advancement opportunity and exposure.

I also seek to excel in the legal field as a legal practitioner and to gain extensive exposure as well as multiple skills in the legal field.

All of this with the prime prize of becoming a renowned professional employee in my related legal discipline, being able to accomplish any task with highly proficient problem-solving skills and accomplishing extensive legal field breakthrough.

EMPLOYMENT HISTORY

March 2012 – September 2012

Chambering - Kadir Andri & Partners (Law Firm)

- Managing legal files and documents
- Handling corporate matters

September 2012 – December 2012

Chambering - Raja Nor & Su Lynn (Law Firm)

- Managing legal files and documents
- Handling civil suits

February 2013 – January 2014

Legal Assistant - Ghazali Ariff & Partners (Law Firm)

- Handling Commercial Banking (Syariah)
 - Drafting loan agreements
 - Handling corporate matters
- Corporate
 - Drafting and vetting of agreements

February 2014 – April 2018

Legal Assistant - Saida Karima & Co. (Law Firm)

- Marketing
 - Managed to get the firm to be listed in the list of panel of solicitors in big companies such as Naza TTDI, Sime Darby Property, MBSB, and Felda Global Ventures
- Litigation
 - Mostly on civil matters such as Land Law, Company Law and Labour Law
 - Managed bankruptcy proceedings from the beginning till the end
 - Conducted full trial at High Court and made some appearances at the Court of Appeal and Federal Court
- Banking
 - Determined whether the matter was contested or not
 - Drafted loan agreements
- Corporate
 - Analysed all relevant forms of a company
 - Drafted and vetted Service Agreement, Tenancy Agreement, Memorandum of Understanding, Non-Disclosure Agreement, Sales & Purchase Agreement, Compliance
 - Contract drafting, contract management, negotiation, commercial law, documentation and service agreement
 - Prepared, reviewed and drove Contract Agreement development, finalisation and execution of contract agreements through close coordination between various clients, suppliers, and joint venture partners, respectively to ensure all relevant terms and conditions, commercial and technical specifications are adequately incorporated in the agreement so as to ensure the contract execution phase can be professionally managed that are free from ambiguity, potential disputes and complaints which could tarnish the clients' image and reputation.
 - Solicited, negotiated, awarded and administered various large dollar value subcontracts and procurements. Reviewed subcontractor pre-award submittal documentation for accuracy and completeness.
 - Prepared, reviewed and drove all contract management activities during pre-bidding, bidding and post award tenders through analysing clients' requirements, invitation to Bid (ITB) documents and contract T&C's.

May 2018 – January 2019

Legal & Secretarial Executive – Weststar Aviation Services Sdn. Bhd.

- Prepared board papers, minutes of meetings, and all relevant documents for the company and its subsidiaries' board meetings
- Drafted company's policies and acted as the company's Compliance Officer
- Formulated, reviewed and drove all contracts management activities for pre-bidding, bidding and post award tenders to all domestics and international clients, aircraft manufacturers and leasing companies, suppliers, contractors and JV partners on contractual obligations to safeguard the company's bottom lines and profitability

February 2019 – July 2019

Assistant Manager, Legal – Sapura Resources Berhad

- Assisted and reported directly to the Head of Legal
- Drafted and reviewed agreements for the company such as tenancy agreement, non-disclosure agreement, concession agreement, office space agreement, joint venture agreement
- Oversaw the company's aviation group's legal activities
- Involved in preparing for the Board of Directors' meetings, Directors' resolutions in writing, minutes of meeting
- Part of the company's rationalisation team to restructure the company's organisation

August 2019 – to date

Assistant Manager, Legal – AIA Berhad

- Assisting and reporting directly to the Head of Legal
- Overseeing legal matters of AIA Malaysia's entities which are AIA General Berhad, AIA Health Services Sdn. Bhd., AIA Pension and Assets Management Sdn. Bhd., and AIA Shared Services Sdn. Bhd.
- Drafting and reviewing agreements for the companies such as tenancy agreement, master services agreement, non-disclosure agreement, participation provider agreement, settlement agreement, statement of work, work order, affiliate agreement, general practice working arrangement
- Reviewing the products of AIA General Berhad and AIA Pension and Assets Management Sdn. Bhd.
- Involved in AIA Health Services Sdn. Bhd.'s regional passport collaboration with other AIA entities outside of Malaysia
- Successfully assisted AIA Health Services Sdn. Bhd in a new initiative where AIA Health Services Sdn. Bhd is the first entity in Malaysia to work with Doc2us which provides online medical consultation. The review of the Online Medical Services Agreement required understanding of the relevant laws in relation to private healthcare and to understand the data flow to ensure that the agreement is in compliance with Personal Data Protection Act 2010.
- Contributed in the Fair Treatment of Financial Consumers ("FTFC") initiative undertaken by Bank Negara Malaysia in identifying, removing and amending all unfair clauses in the policy contracts to give more fairness to the customers and also to comply with BNM FTFC Guidelines.
- Assisted AIA General Berhad to recover almost RM1 million from AIA General Berhad Facultative Reinsurers (FAC) claims where this case has been pending since 2014. Even though AIA General Berhad's cause of action is already statute barred, through numerous meetings to negotiate with the FAC and consulting and liaising with our external solicitor to strategize and execute our legal action, as of to date, I managed to successfully recover 75% of the amount owed of the shares from the respective 3 general insurance companies.

ATTENDED PROGRAMMES

Workshop on evidence at Universiti Teknologi Mara

International Law Seminar at Bar Council

Federal Constitution Seminar at Bar Council

Skills and Complexity of an Agreement Seminar at Bar Council

SKILLS

Using Microsoft Office including MS Word, MS Excel, MS PowerPoint, MS Publisher, and Acrobat Reader

Good in time management

Able to work independently and to interface with all levels of the organisation

Good in communication and few times being the Master of the Ceremony for formal events

QUALIFICATIONS

Universiti Teknologi Mara (UiTM Shah Alam)

(January 2011 – January 2012)

Qualification : Bachelor of Laws (LLB) (Hons)

Results : CGPA: 3.24

Universiti Teknologi Mara (UiTM Shah Alam)

(Graduation Date: November 2010)

Qualification : Bachelor of Legal Studies (Hons)

Results : CGPA 3.05

Malaysian University English Test (MUET): Band 4

REFEREES

Name: Faezie Hashim
Designation: Head of Cost, Contract and Procurement, Sapura Resources Berhad
Email: m_faezie@yahoo.com.my
Contact No: 0163383744

Name: Hooi Soon Wai
Designation: Head of Finance, AIA Shared Services Sdn. Bhd.
Email: soonwai.hooi@aia.com
Contact No.: 0122772619

