

NOOR ROSSYDA BINTI OSMAN

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An experienced legal counsel with 20 years of experience gained from legal practice and in-house. Previously working in a leading maritime logistics company and a regulatory body. Currently working in a GLC focusing on modern biotechnology and vaccines R&D.

PROFESSIONAL EXPERIENCE

National Institutes of Biotechnology Malaysia

Legal Assistant Manager/Legal Advisor

Selangor, Malaysia

Jan 2018 - Present

- Reporting to Chief Executive Officer.
- Manage day to day operations of the company's Legal Division.
- Provision of legal advice to the company on a wide range of issues involving the company's business operations, regulatory compliance and commercial transactions.
- Reviewing/vetting of MOUs, contracts and other legal documents to ensure that the company's interest is protected.
- Review policies and procedures relating to the company's business operations.
- Draft contracts including standard contract templates for various internal stakeholders.
- Participate in meetings and provide legal input, as and when required.
- Work closely with various internal stakeholders and provide guidance to minimize the company's exposure to liability.
- Liaise with external stakeholders including regulatory and enforcement agency on matters involving the company.
- Monitor litigation cases involving the company and manage the external legal counsels
- Prepare and table regular reports to the management committee and the board.
- Maintain a proper and up-to date registers of all contracts executed by the company.
- Liaise with the company secretary, as and when necessary.
- Led the NDAs negotiations with vaccine manufacturers in relation to Covid-19 vaccines purchases during the pandemic leading up to procurement in Covid 19 vaccines by the Ministry of Health, Malaysia.

Malaysian Institute of Accountants

Legal Manager

Kuala Lumpur, Malaysia

Jan 2015 – Apr 2017

- Led a small sized team of legal professionals in providing legal services to the Institute.
- Manage day to day operations of Legal Department of the Institute.
- Provisioned of legal advice to the management team of the Institute and its internal stakeholders.
- Drafted/vetted various types of agreements and other documents with potential legal implications.
- Provisioned of support to the internal stakeholders in managing potential legal risks arising from business transactions of the Institute.
- Liaised with ministries and other government departments on matters involving the Institute.
- Attend the meetings and provide legal input, as and when required.
- Monitor litigation cases involving the Institute, manage the external counsels and provide updates to the management.
- Prepare and table regular reports to the management committee.
- Acted as the secretariat for a statutory committee (Disciplinary Appeal Board).
- Served as a member of the Management Risk Management Committee (MRMC) and Evaluation Committee.
- One of the speakers for MIA Public Practice Programme.

MISC Berhad

Manager, Industrial Relations

Kuala Lumpur, Malaysia

Dec 2012 – Oct 2014

- Managed end-to-end process for all breach of cadetship agreements.
- Provisioned of sound legal advice to the management team of HRM (Sea) relating to employment matters and PDPA compliance.
- Vetted various type of contracts and legal related documents involving HRM (Sea) such as crew manning, procurement contracts including vessel catering services, limit of authority document and board papers.
- Acted as the secretariat for Breach of Contract Committee.

- Negotiated with more than 300 defaulters for the recovery of compensation and significantly increase recovery rate by 109.9%.

The Lai & Lai Partnership

Senior Legal Assistant

Kuala Lumpur, Malaysia

May 2006 – Dec 2012

- Represented clients in general litigation with a success rate of 100%.
- Handled intellectual property, corporate and conveyancing matters under the guidance of former partners of Messrs Allen & Gledhill including vetting of sale and purchase agreements, corporate financing, joint venture and tenancy agreements.
- Provision of legal advice on various legal issues arising from debt recovery, breach of contracts and infringement of intellectual property rights.
- Handled trademarks registration in 27 countries for one of Asia's leading and best managed conglomerate in 6 sectors – leisure & hospitality, plantations, property, biotechnology, cruise and energy.
- Handled IP (including patent) filing in Malaysia for overseas clients.

Other professional experiences:

- **Zain, Megat & Murad** [*Legal Assistant*]
- **Lee Hishamuddin Allen & Gledhill** [*Legal Assistant*]
- **Lee Hishammudin** [*Pupil in Chambers*]

EDUCATION

International Islamic University Malaysia (IIUM)

Bachelor of Laws (Honours) (CGPA: 3.191)

Selangor, Malaysia

2003

ADDITIONAL INFORMATION

- **Technical Skills:** Litigation, Intellectual Property (Trademark, Patent, Industrial Designs & Utility Invention), Legal Counsel, Contract Drafting, Contract Review & Contract Negotiation.
- **Languages:** English & Malay (Professional Proficiency).

ENDORSEMENT

En. Hazrin Bin Hasan, Former Supervisor

Vice President Gas Business, MISC Berhad

"She's a dependable person who is dedicated and of sound knowledge and well experienced in legality related matters, one who is able to absorb work pressure and contributes constructively to further the department's objective."

Puan Azlina Binti Abdul Razak, Former Client

Senior Legal Manager, McDonald's Corp. Malaysia

"Rossyda is very detailed-oriented and helped me with trademark & copyright issues apart from handling the land and development matters. She proved to be incredibly helpful and knowledgeable. She always had an efficient strategy lined up during negotiations."

Puan Nordina Binti Idris,

Former Under Secretary, Technology Strategic and S&T Application Division, MOSTI

"I have known her for 4 years and found her to be a thorough person in her job examining documents and in giving legal opinions. She is not hesitant to ask basic questions like a must-have-TOR-or-SOP and the set-up or governance of the institute; of which sometimes are non-existent or have not been adhered to. I learned a lot in discussions with her about the importance of these aspects. She is very careful in her duties to protect the interest of the Government/organization. With her attitude and work ethics, I believe she is an asset to the organization."

Consent to Personal data Protection Act 2010

I hereby authorize your handling of my details as per "Malaysian Law Personal data Protection Act 2010 (PDPA 2010).