

SURAZI JAIS

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Personal Information

Name: Surazi Jais

Address: VLA-12-04, Villa Lagenda, Jalan 4/2B, Taman Desa Bakti, Batu Cave 68100, Selangor, Malaysia

Married with 3 children.

Professional Skills

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|----------------------|--------|
| Program Management | (8/10) |
| Project Management | (9/10) |
| Change Management | (7/10) |
| IT Business Strategy | (8/10) |
| Business Development | (7/10) |
| Marketing Strategy | (8/10) |
| Strategic Management | (8/10) |

About Me

Surazi Jais is a Malaysian currently living in Kuala Lumpur, Malaysia. With over 17 years of working experience that are localised into Information Technology or I.T from various industry covering the Banking, Healthcare, Education and others in the public, as well as private sector.

Innovative, dedicated and result-driven personnel that focused in attaining results and objective set forth by the organisation. Have the experience required in driving and building partnerships with key business decision-makers using best-practice methodology relative in optimising and rationalising the business objective. Main expertise;

- Program and Project Management
- Budgeting and Forecasting
- Operational and Strategic Planning
- Customer Relations
- Software Development Life Cycle

Education



Master in Business Administration from London School of Commerce, Cardiff Metropolitan University (October, 2014)



Bachelor of Science in Business Administration from Iowa State University (August, 1996)



Diploma in Computer Science from Universiti Teknologi Mara (June, 1992)

Projects

Healthcare

Primary Care System (International SOS)

Hospital Information System (Hospital Bintulu)

Hospital Information System (UiTM Selayang)

OHCIS - Oral Health (Ministry of Health)

Blood Bank Information System (National Blood Bank)

Hospital Information System (Universiti Teknologi Mara)

Blood Bank Information System (Hospital Sibul)

Hospital Information System (Damai Service Hospital)

Banking

Retail Banking System (Hong Leong Bank)

Banking Teller System (Hong Leong Bank)

ATM Switch & EMV (Hong Leong Bank)

Phone Banking - IVR (Hong Leong Bank)

Cash Management System (Maybank)

Others

MINT Web Portal System Malaysian Institute for Nuclear Technology Research (MINT)

E-Knowledge Corporate System (Ministry of Home Affairs)

Mathematics Learning Materials (Ministry of Education)

Smart School Helpdesk (Ministry of Education)

Institute Tanah dan Ukur Project (JUPEM)

Professional Experiences

Program & Project Management

- Implemented Project Management Methodology for Profdoc Sdn Bhd - 2007.
- Implemented Project Management Methodology for Persada Digital Sdn Bhd - 2014.
- Successfully completed projects for Profdoc Sdn Bhd as Project Director capacity:
 - Primary Care System (International SOS)
 - Hospital Information System (Hospital Bintulu)
 - Hospital Information System (UiTM Selayang)
- Successfully completed projects for Persada Digital Sdn Bhd as Project Director capacity:
 - OHCIS - Oral Health (Ministry of Health)
 - Blood Bank Information System (National Blood Bank)
- Facilitate communication across projects and provide a focus rational prioritisation.
- Insist control time, cost and performance to ensure that the project adheres to the contractual requirements.
- Provide direction of tasks and activity and realise the project schedule and resolved all communication process during the course of the project and ensure that all work performed is both authorised and funded by contractual documentation.
- Initiated Project costing and budgeting.
- Prepared and maintained project cashflow.
- Successfully completed projects for Hong Leong Bank Berhad as Project Manager:
 - ATM Switch & EMV (Hong Leong Bank)
 - Retail Banking System (Hong Leong Bank)
 - Banking Teller System (Hong Leong Bank)
- Support and realised the resource allocation for the project.

Technical Skills

| | |
|---------------|--------|
| MS Project | (9/10) |
| MS Excel | (9/10) |
| MS Word | (9/10) |
| MS Powerpoint | (9/10) |
| Pages | (9/10) |
| Keynote | (9/10) |
| Numbers | (9/10) |

- Chaired progress status, issue management and change request management meetings.
- Review and sign-off on project deliverables.

Business Strategy and Management

- Part of the management team that decided on the strategic business direction for Profdoc Sdn Bhd.
- Part of the management team that decided on the strategic business direction for Persada Digital Sdn Bhd.
- Established strategic alliance with relative principles such as HP, Samsung, Dell, Microsoft, Cerner, CGM etc.
- Established strategic partnership with main contractor or System Integrators.

Sales and Marketing

- Successfully organised and managed brand awareness program for Profdoc Sdn Bhd to Ministry of Health Malaysia - 2006
- Successfully organised and managed brand awareness program for Profdoc Sdn Bhd to Ministry of Health Brunei - 2006
- Successfully managed APHM Exhibition for Profdoc Sdn Bhd in 2006, 2007, 2008 and 2009.
- Successfully organised and managed site visit for Ministry of Health Malaysia to Karolinska University Hospital in Solna, Sweden - 2007
- Successfully secured Hospital Bintulu HIS Project with main contractor Peransang Jati Sdn Bhd for Profdoc Sdn Bhd - 2008
- Successfully secured International SOS Project for Beijing and worldwide roll-out for Profdoc Sdn Bhd - 2008
- Successfully secured Maintenance Extension of OHCIS - Oral Health (Ministry of Health) for Persada Digital Sdn Bhd -

Language Proficiency

English (9/10)

Bahasa Malaysia (9/10)

Certification

Prince 2 Foundation

2014.

- Successfully secured Maintenance Extension of BBIS – National Blood Bank for Persada Digital Sdn Bhd - 2014.
- Successfully secured Hospital Sibu Project for Persada Digital Sdn Bhd - 2014.
- Establish and maintain working relationships with vendors and main contractors as well as end users and sponsors.
- Prepared and presented marketing presentation slide to potential customers for Profdoc Sdn Bhd and Persada Digital Sdn Bhd.
- Following up new business opportunities and setting up meetings or appointments
- Provided Marketing Plan and Market Segmentation Strategy for Profdoc Sdn Bhd and Persada Digital Sdn Bhd.
- Provided Market research and adaptation or Profdoc Sdn Bhd and Persada Digital Sdn Bhd.

Change Control Management

- Insist that changes properly documented, communicated to the relevant people (i.e., visible) and that the End Product description and schedules modified appropriately. Insist that the justification for amendments to the budget accordingly

Risk Management

- Realised any associated project risk and insist Risk Assessment completed appropriately.
- Realised the risks and insist the mitigation plan as early as possible in the Project Life Cycle. Realise the Risk events identified and provide resolution and direction wherever and whenever necessary.

Referees

Ahmad Huzri Sulaiman (former main contractor) , +60 (12)- 385 2970, ahmadhuzri@yahoo.com

Ho Zhen Lung (former colleague), +60 (12) 651 2064, zhenlung@neklstech.com

Rolf Henry-Groenlund (former MD), +66 (0)8 4456 5295, rbagroenlund@gmail.com

Employment History

Persada Digital Sdn Bhd (2014 - Current)

Position : Project Director/Senior Consultant (PMO)

Role : Program & Project Management, Business Development, Marketing Strategy and Strategic Management. Vendor/Partner Management

Hong Leong Bank Berhad (2013 - 2014)

Position : Project Manager (PMO)

Role : IT Project Manager (PMO managing project and monitor respective activity within the project and provide reporting to the sponsors and steering committee.

eBworx Berhad (2011 - 2012)

Position : Senior Project Manager

Role : Senior Project Management role with the responsibility in managing project at program level. Monitor respective activity within the project and provide awareness to the Project Managers.

Profdoc Sdn Bhd (2006 - 2011)

Position : Senior Project Manager

Role : Program and Project Management, Pre-Sales - and Proposal, Marketing and Brand Awareness Program and Exhibition, Vendor/Partner Coordination and Collaboration, Resource Management Managerial/Reporting, Project progress reporting, budget, resource usage to the management (Managing Director, General Manager and others)

NTI Sdn Bhd (2000 - 2006)

Position : Project Manager/Team Leader

Role : Project Management & Support Services

Unisys (M) Sdn Bhd (1997 - 2000)

Position : IS Consultant

Role : Project Management & Software Development and Support Services