

AZIATUL KHADIJAH BINTI ALWI

Personal Particulars:

Nationality	:	Malaysian
Gender	:	Female
Marital Status	:	Single
Mobile	:	012-3282795
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Working Experience

Great Eastern Takaful Berhad

Position Title	:	Legal Manager, Legal, Secretarial & Shariah Department
Duration	:	4 th August 2014 – current
Work Description	:	<ol style="list-style-type: none">1. Provide legal advisory on matters relating to regulations, statutory and industry guidelines.2. Managing litigation/ contentious matters involving claims by customers and third parties.3. Monitor trademark matters and work with Group Legal on geographical registration.4. Vetting and drafting of documents including various types of agreement, certificate terms, official correspondences to customers/ agents, Bank Negara Malaysia ("BNM"), Ombudsman for Financial Services and etc...5. Ensure that documents drafted or reviewed complies with BNM guidelines or statutory requirements <i>e.g. outsourcing</i>.6. Review investigation report on agents prepared by Market Conduct and provide advice.7. Provide ad hoc assistance to the secretariate <i>e.g. preparing letter for submission to BNM, review of the governance committee roles to the company (terms of reference) and etc...</i>8. Represent the Legal & Secretarial department on several additional roles which includes acting as the business continuity plan coordinator (2014 - current), data protection officer (2016-till current), risk officer (2019 - current), compliance officer (2019 - 2020) and data steward officer (2021 – current).9. Established the Legal manual and SOP.10. Review the legal policy and table to the board risk management committee and BOD meeting for approval and adoption annually.11. Sit as a committee member and discuss cases on replacement of certificates for the Company.12. Actively partake in discussions at industry level as member of the risk and regulatory sub-committee of the Malaysian Takaful Association from 2014-2018.13. Prepare the department's quarterly report for submission to Group Legal.14. Engage with Group Legal to obtain approval for new products.15. Sit as a committee member of the product working group to discuss on new products and features.16. Review the performance of panel law firms for purpose of renewal of appointment and recommend new appointment, if any. annually.17. Prepare the department's budget for submission to Finance/ Group Legal.18. Liaise and work with external auditors on matters relating to legal matters annually.

Celcom Axiata Berhad

Position Title	:	Legal Counsel, Dispute Resolution, Corporate Affairs and Governance, Legal & Secretarial Division (due to restructuring)
Duration	:	16 th September 2013 – July 2014
Work Description	:	<ol style="list-style-type: none">1. Managing IT/Billing contracts which includes drafting, vetting, liaising with both internal and external clients.2. Preparing minutes of meetings (IT, senior management & subsidiary).
Position Title		Procurement Professional - Contract Management
Duration	:	10 th October 2012 – 15 th September 2013
Work Description	:	<ol style="list-style-type: none">1. Managing IT/Billing contracts which includes drafting, vetting, liaising with both internal and external clients.2. Involve in tender exercise.3. Initiator for the purchase order process for the Company.

Automobile Association of Malaysia (AAM)

Position Title	:	Head of Legal & Compliance
Duration	:	3 rd August 2009 – September 2012
Work Description	:	<ol style="list-style-type: none">1. Set-up the Legal & Compliance Department.2. Implemented the centralised documentation system.3. Litigation management for civil and tribunal cases.4. Vetting and drafting of legal documents.5. Plan and coordinate annual/special general meeting.6. Responsible in ensuring regulatory and compliance issues are enforced and practiced as per the relevant statutory regulations, directives, guidelines and Acts <i>i.e.</i> AAM's <i>Constitution</i>, <i>Sports Development Act 1997</i>, <i>Societies Act 1966 etc...</i>7. Provide ad hoc services to other departments <i>i.e.</i> <i>official correspondences to AAM personnel, members, workshops, prepare tender proposals and etc...</i>8. Prepare monthly legal report for submission to members of the committee.9. Interact with nationwide branches with regard to matters pertaining to operational issues.10. Attending to legal issues involving subsidiaries (AAM Travel Sdn Bhd and AAM Motorsports).11. Prepared minutes for the monthly Corporate Management Meeting.12. Co-managed tenancies with Administration Department.13. Manage and maintain supportive role for Human Resource Department in the absence of HR manager.14. Overseeing renewals and new applications relating to trademarks.15. Liaise with the company secretary of respective subsidiaries on company secretarial matters.16. Co-ordinated and registered a new company, AAM Automotive Centre Sdn Bhd in 2010. <p>Out-of-Scope Work - <i>Events Co-ordinated:</i></p> <ol style="list-style-type: none">1. AAM Raya Open House 2011.2. AAM's 2010 annual golf event.3. AAM Branches Quarterly Business Review Meetings.

HSBC Electronic Data Processing (Malaysia) Sdn. Bhd.

Position Title : Legal Adviser

Duration : 16th October 2008 – 16th April 2009

Work Description : Advising the Bank centred in the UK on the following matters: -

1. Reviewing trust documents (pertaining to charities, settlement, pension schemes and regular trust)
2. Reviewing power of attorney (originating from UK, Scotland and foreign)
3. Drafting letter of waivers
4. Drafting deeds of priorities and deeds of release
5. Attending to general queries relating to opening and closing of accounts

Etika Takaful Berhad

Position Title : Executive, Corporate Affairs – due to establishment of new division

Duration : Effective from 1st July 2007 – 6th October 2008

Responsibilities similar as those specified under Insurance & Takaful Affairs below except for a few additional roles: -

1. Appointment of service providers for purpose of soliciting business.
2. Overseeing the harmonising of various outsourcing arrangements (including but not limited to adjusters, claims subrogation, policy printing and etc...).
3. Engagement of branding partners.

Position Title : Legal Executive, Insurance & Takaful Affairs

Duration : 18th December 2006 – 30th June 2007 (due to merger and acquisition)

Work Description :

1. Vetting and Drafting of legal documents.
2. Vetting/ Reviewing of Insurance Policies/ Takaful Certificate.
3. Registration of Trademark
4. Delivering ad hoc Legal Assistance to other Departments.
5. Responding to Inquiries by providing Legal Opinion/ Advice.
6. Review and translate Operational Documents.
7. Conduct Legal Research.
8. Ensuring that legal documents complies with Bank Negara Malaysia's Guidelines.
9. Regular reporting for Insurance & Takaful Affairs.
10. Ensuring orderliness of the Legal Documentation for the Merger & Acquisition.
11. Involve in the planning process for new initiatives/ products.

Position Title : Legal Executive, Legal & Compliance Division

Duration : 29 December 2003 – 17 December 2006

Work Description :

1. Vetting and Drafting of legal documents.
2. Managing and monitoring of litigation portfolios for the followings: -
 - a) Credit control issues (i.e. outstanding remittance of contributions from agents and participants);
 - b) Human Resource cases (i.e. personal computer & car financing of former staffs);
 - c) Staff issues (i.e. disciplinary/ fraud).
3. Registration of Trademark.
4. Vetting/ Reviewing of Takaful Certificates.
5. Delivering ad hoc Legal Assistance to other department.

6. Responding to Inquiries by providing Legal Opinion/ Advice.
7. Conduct Research.
8. Ensuring Legal Documentation complies with Bank Negara Malaysia's Guidelines.
9. Prepare regular reporting for the Legal Department.
10. Preparation of minutes.
11. Composing paper to update/ obtain endorsement from the Senior Management.
12. Conducting documentation proper not only in own department but also assisting other departments to perform the same by issuing a general guideline.

Standard Chartered Bank Malaysia Berhad

Position Title	:	Service Ambassador
Duration	:	20 May 2003 – 28 December 2003
Work Description	:	<ol style="list-style-type: none"> 1. Assist customers in miscellaneous enquiries 2. Provide customer service in matters relating to loans or credit card enquiries 3. Forwarding customers enquiries to related departments for processing 4. Updating customers' information 5. Ensuring all cash related machines are in operation 6. Conducting telephone calls to customers 7. Provide general relief duties in absence of other senior staffs

Education Background

Qualification	:	Bachelor's Degree
Grade	:	2nd Class Lower
Field of Study	:	Law
Institute/University	:	University of Leeds, United Kingdom
Graduated	:	2002

Skills

<i>Applications</i>	<i>Years of Experience</i>	<i>Proficiency</i>
MS Word	: >10	Advanced
MS Excel	: >10	Advanced
MS Powerpoint	: >10	Advanced

Language Proficiency

<i>Language</i>	<i>Spoken</i>	<i>Written</i>
English	: Advanced	Advanced
Bahasa Malaysia	: Advanced	Advanced

Additional Information

Exposure to Event Planning	:	Co-organised an international event for AAM, the Federation Internationale De Automobile Conference Week 2011 held from 21-25 March 2011
Acknowledgement	:	Identified as one of the key players in the sector in 2008 at Etiqa Takaful Berhad

Self-improvement	:	Currently pursuing ICSA (1 paper left)
Short term placement	:	Volunteered in the job rotation placement with sister company, Great Eastern Life Assurance (Malaysia) Berhad for a month (from 1-31 October 2018) as part of learning and knowledge sharing experience

Availability

Notice Period	:	3 months
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Reference

Name	:	En. Asri Omar
Position	:	Chief Executive Officer
Company	:	Hong Leong MSIG Takaful
Mobile No.	:	019 – 233 3561

Name	:	En. Azli Munani
Position	:	Director, Operations
Company	:	Islamic Banking & Finance Institute Malaysia (IBFIM)
Mobile No.	:	013 – 390 8866

Name	:	En. Mohd Farrish Khalid
Position	:	Head, Legal & Secretarial
Company	:	ProtectHealth Corporation Sdn Bhd
Mobile No.	:	0139 – 330 4111