

# Mohd Lokman Hakim bin Hamidon

(License Secretary Number: LS0009899)

(Practicing Certificate: 202008004191)

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## Education

### Institute of Chartered Secretaries & Administrators

MAICSA  
Current

### Bachelor Corporate Administration

2<sup>nd</sup> Upper Class (3.05/4.00)  
UiTM Shah Alam  
2009 - 2010

### Diploma Public Administration

2<sup>nd</sup> Upper Class (3.42/4.00)  
UiTM Malacca  
2005 - 2008

## Experience

### Assistant Manager, Pos Malaysia Berhad (DRB-HICOM Group of Companies)

(September 2019 – Current)

- Initiating and managing the digitalisation process for Corporate Secretarial, i.e. Board Effectiveness Assessment Survey and Meeting Attendance List.
- Managing the Policies and Procedures of Corporate Secretarial.
- Managing the Related Party Transactions (RPT)/Recurrent Related Party Transactions (RRPT) of Pos Malaysia Group and preparation of Circular to Shareholders.
- Managing the Corporate Governance Report.
- Coordinating on preparation of Annual Report (AR) and Annual General Meeting (AGM) of Pos Malaysia.
- Convening, attending meetings and preparing minutes for Subsidiaries' Board of Directors' (Board) Meeting and Board Committees of Pos Malaysia, i.e. Board Audit Committee (BAC), Board Nomination & Remuneration Committee (BNRC), Board Risk, Sustainability & Compliance Committee (BRSCC).
- Conducting RPT/RRPT training for Management of Pos Malaysia Group.
- Managing the adoption of Constitution for Pos Malaysia Group.
- Preparing presentation, comparison, research and data analytical in relation to Corporate Secretarial requested by Company Secretary, Directors and Senior Management such as pool of candidates for appointment of new Directors and others.
- Supervise on preparation of Directors' Written Resolution (DWR), statutory forms and documents related to Corporate Secretarial for Pos Malaysia Group, Suruhanjaya Syarikat Malaysia (SSM), Bursa Malaysia Securities Berhad (Bursa Malaysia), Ministry of Finance (MoF) and other relevant authorities.

### Assistant Manager, DRB-HICOM Berhad

(December 2018 – September 2019)

- Convening, attending meetings and preparing minutes for Subsidiaries' Board Meeting.
- Supervise on preparation of DWR, statutory forms and documents related to Corporate Secretarial for DRB-HICOM Group, SSM, Bursa Malaysia, MoF and other relevant authorities.
- Coordinating on preparation of AR and AGM of DRB-HICOM.
- Managing the Corporate Governance Report, Corporate Governance Overview Statements and Circular to Shareholders.

## Experience

### Senior Executive, DKSH Holdings (Malaysia) Berhad

*(October 2017 – December 2018)*

- Secretary for the Sustainability Reporting Ad-Hoc Committee.
- Corporate Social Responsibility (CSR) Programme Manager and Liaison Officer with SUKA Society.
- Managing the Corporate Governance Report, Sustainability Statements, Corporate Governance Overview Statements and Circular to Shareholders.
- Project Manager (in associate with SUKA Society) for 'Book Donation Project for Orang Asli Gopeng, Perak', 'Mini Library Project for Orang Asli Gopeng, Perak', 'Food Bank Donation for Refugees Kids'.
- Managing in-house training for Board and Senior Management.
- Assisting in all spectrum of corporate secretarial works of the Company including preparing the DWR, statutory forms/documents for SSM, Bursa Malaysia and other relevant authorities, forms/documents to be certified by Company Secretary and maintaining the statutory books, including Registers of Members, Directors, and Secretaries.

### Joint Company Secretary, Johor Corporation

*(June 2015 – October 2017)*

- Appointed as Joint Company Secretary for several subsidiaries of QSR Brands (M) Holdings Berhad and Johor Corporation.
- Assisting in all spectrum of corporate secretarial works of the Company including preparing the DWR, statutory forms/documents for SSM, Bursa Malaysia and other relevant authorities, forms/documents to be certified by Company Secretary and maintaining the statutory books, including Registers of Members, Directors, and Secretaries.
- Convening, attending meetings and preparing minutes for Subsidiaries' Board Meeting.

### Executive, Johor Corporation

*(March 2011 – June 2015)*

- Assisting in all spectrum of corporate secretarial works of the Company including preparing the DWR, statutory forms/documents for SSM, Bursa Malaysia and other relevant authorities, forms/documents to be certified by Company Secretary and maintaining the statutory books, including Registers of Members, Directors, and Secretaries.
- Assisting in preparation of AR and AGM of QSR Brands Berhad and KFC Holdings (Malaysia) Berhad.
- Convening, attending meetings and preparing minutes for Subsidiaries' Board Meeting.

## Skills

- **IT savvy and creativity**; managing IT and digitalisation process for Corporate Secretarial of Pos Malaysia.
- **Strong leadership and charismatic person**; former President (2007-2008 at UiTM Malacca) and Deputy President (2009-2010 at UiTM Shah Alam) of Student Leadership Council.
- **Teamwork**; assisting the Departments to ensure achieving KPI.
- **Adaptability**; easy to embrace and rolling with change such as successfully handling the AGM of Pos Malaysia via virtual.
- **Problem-solving**; ability to blend of using analytical and creative thinking to find solutions such as preparing several options to Company Secretary with Cost-Benefit Analysis.
- **Attention to detail**; thorough and accurate in writing minutes.