



# Noor Aznita Mat Rashid

## CAREER OBJECTIVE

More than 13 years procurement experience in telco industry. My background, as well as my ability to learn quickly and apply knowledge effectively, would enable me to play a valuable role with your organization. My experience in procurement, purchasing, vendor management, contract management for IT & not-IT projects, together with my ability to work independently, efficiently, high discipline with matured personality and positive attitude makes me a perfect choice for an institutional and professional success.

## PERSONAL PARTICULAR

Email: [noor.aznita@gmail.com](mailto:noor.aznita@gmail.com)

H/P: 012-386 5646

Address: No 81, Jalan Puncak Saujana  
3/1F, Taman Puncak Saujana, 43000  
Kajang, Selangor

LinkedIn : Aznita Rashid

## LANGUAGE

Malay

English

## SKILLS SUMMARY

Strategic sourcing	★★★★★
Tactical sourcing	★★★★★
Vendor management	★★★★★
Supply Chain	★★★★★
Contract negotiation	★★★★★
Project Planning	★★★★★

## COMPUTER SKILLS

MS Word	★★★★★
MS Power Point	★★★★★
MS Excel	★★★★★
SAP	★★★★★
Oracle ERP	★★★★★

## OTHER INFORMATION

Willing To Relocate: No

Willing To Travel: If required

Availability:  
Immediately after notice period  
of 3 months

## EDUCATION

- **University Of North Carolina at Charlotte, USA**  
1996 - 1997  
B.S.B.A in Management of Information System
- **Mara Community College, Kuantan, Pahang**  
1994 - 1995  
American Associate Degree in Science majoring in Business Administration
- **Sek. Menengah Dato' Sulaiman, Batu Pahat, Johor**  
1988 – 1992  
Sijil Pelajaran Malaysia (SPM) – Gr. 1 (Agr. 10)  
Sijil Perdagangan Malaysia – Akaun (Terbaik) & Perdagangan (Lulus)

## JOB EXPERIENCES

- **October 2021 – Current**  
Manager, Strategic Sourcing  
Digital Nasional Berhad  
**Work Description**
  - Manage and analyze user request in procuring IT, Information security solution, HR services and facilities management.
  - Identifying and sourcing qualified vendors to participate in the tender exercise.
  - Manage award recommendations.
  - Negotiate best terms with vendors.
  - Manage contract agreements
  - Manage yearly sourcing plan
- **August 2010 – September 2021**  
Procurement Specialist  
TIME dotcom Berhad  
**Work Description**
  - Manage & analyze user request in procuring IT, product, network equipment and services (support and maintenance).
  - Verify user request to follow the standard requirements and comply with company policies and procedures.
  - Identifying and sourcing qualified vendors to participate in the tender exercise.
  - To ensure tenderers submission is meeting requirements & lead to company benefits.
  - To perform the commercial evaluation process by performing the cost analysis.
  - Manage award recommendations based on technical and commercial factors.
  - To negotiate contractual arrangement with vendors to ensure it's benefitted the company.
  - Purchase order issuance and payment issue

- **July 2008 – July 2010**  
Merchandising Executive  
Challenger Technologies Sdn Bhd

### Work Description

- Sourcing, analyzing, and negotiating with the vendor for best pricing and payment terms.
- To seek management advice and recommendation before purchase.
- Issuing purchase order.
- In charge for stock planning and stock management at the selling floor.
- Building good relationship with suppliers for company benefit.

- **October 2004 – June 2008**  
Executive Buyer  
Mydin Mohamed Holding Berhad

### Work Description

- To lead the negotiation with the supplier for better pricing.
- Present new product analysis to HOD and Director for buying approval.
- Managing and distributing central purchase order for Mydin branches.
- To provide advice on the setup of new outlets (merchandising layout, order, outlet promotion).

- **October 99 – March 2004**  
Project Officer (IT and Admin)  
Taman Keluarga NURY Sdn Bhd

### Work Description

- Assisting Project Manager in doing paper work and reports.
- Perform office and administrative tasks including filing and retrieving documents, etc as and when required.
- Handling internal course (Child Enrichment Course)
- Purchasing and managing office supplies.

## REFERENCES

- Mrs. Saerah Mamat  
Head, Network and Commercial Services  
Time dotcom Berhad, HICOM Glenmarie  
019-331 0822
- Ms. Norazreen Zaini  
Merchandising Manager  
AEON CO (M) Sdn Bhd, Taman Maluri, Cheras  
012-583 4570