

CURRICULUM VITAE

SAUFILBADLI YA'COB

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ACADEMIC QUALIFICATIONS

- BACHELOR OF SCIENCE (HONS) IN INFORMATION TECHNOLOGY
- DIPLOMA IN COMPUTER SCIENCE

INSTITUTION

- UNIVERSITY INSTITUTE OF MARA TECHNOLOGY (UITM)

PROFESSIONAL SUMMARY

- 20 years in the IT industry and certified SAP application associate in Financial and Management Accounting (FICO) with ERP 6.0 EhP5. Experienced in SAP ECC6, S4 HANA, Project Implementation, Business Analyst, Project Management, Functional, and SAP Support.
- Completed 5 full cycle end-to-end implementation projects, more than 10 enhancement projects and support.
- Excellent in Business requirements study, business process improvements, and system mapping. Strong technical, troubleshooting, project management, and communication skills.
- Trained and practised Business Analyst Professional (CBAP) and Project management (PMP).
- I am a friendly type of person, a fast learner, proactive, and a strong team player with the ability to work independently, I put top priority on administering myself in terms of self-discipline with strict adherence to SLA and to fulfil the KPI set by the company.

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CURRENT DUTIES AND RESPONSIBILITIES

- 1) **Period Employed** : January 2020 - Present
Company : Petra Energy Berhad
Position : Manager Group IT

Job Responsibilities:

- **Project Management and Implementation**
 - Responsibility for planning, implementing, configuring, and supporting SAP s4 Hana modules like FICO, PS, SD, MM, and PM.
 - Participating in committees responsible for upgrading or implementing new solutions and improving processes.
- **SAP Functional**
 - Prepare business process and blueprints (as-is, to-be).
 - Develop functional spec. for CR or RICEF development.
 - System configuration.
 - Perform data migration.
 - Develop UAM or authorization.
 - Define test scripts, and scenarios and conduct UAT.
 - User training.
- **Policies, Procedures, and Practices**
 - Consistently complies with Group IT policies, procedures, and practices.
 - Assist and advise the team on the best use of SAP project management disciplines and processes.
- **Support**
 - SAP S4 HANA Support (MM, FICO and Authorization).
 - SAP Business One.
- **Staff Development**
 - Develop a training program.
 - knowledge sharing session.
 - Demand and capacity staff workload planning.
 - Hiring and staff performance.

Project Involved:

- **S4 HANA Project module FICO, MM, SD, PS, MM, and FIORI**
 - Petra Resources Sdn Bhd – 4 Months
 - Petra Marine Sdn Bhd – 4 Months
 - Petra Energy Berhad – 3 Month
- **S4 HANA Module FICO, MM and PS**
 - Petra Energy Development Sdn Bhd – 2 Months
- **S4 HANA Module FICO**
 - PE Industrial Resources Sdn Bhd – 2 Months
 - Petra Fabricator Sdn Bhd – 2 Months
- **FICO Authorization (PFCG)**
 - Petra Energy Group – 3 Months

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- **SOLMAN**
 - Petra Energy Berhad – 6 Months
- **Inventory Management**
 - Petra Resources Sdn Bhd – 6 Months

2) **Period Employed** : October 2017 – January 2020
Company : DagangNet Technologies Sdn Bhd
Position : Business Analyst

Job Responsibilities:

- Work with the product manager or project sponsor to document the project's business requirements.
- Elicit requirements using interviews, document analysis, requirements workshops, storyboards, surveys, site visits, business process analysis, use cases or user stories, scenarios, event lists, competitive product analysis, and task and workflow analysis.
- Write requirements specifications according to standard templates, using natural language simply, clearly, unambiguously, and concisely.
- Lead requirements analysis and verification, ensuring that requirement statements are complete, consistent, concise, comprehensible, traceable, feasible, unambiguous, and verifiable and that they conform to standards.
- Lead requirements validation activities to confirm that a solution based on the requirements would meet customer needs and achieve the business objectives.
- Lead and facilitate ongoing requirements prioritization.

Project Involved:

- Halal Logistics System (www.aiiva.com.my)
- Pre-Alert Manifest Import
- Pre-Post Risk Management
- Web Customs Officer Receipt
- Manifest Balancing
- Request for proposal SAP ERP system.
- Billing – Pay Per Used, AP, AR and GL.

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- 3) **Period Employed** : December 2016 – September 2017
- Company** : AL-IKHSAN Sports Sdn Bhd
- Position** : IT Manager

Job Responsibilities:

- **Project Management**
 - Lead project teams in requirements and design sessions, scope gathering, and solution design.
 - Communicate the progress of the project's status to the committee using the aL-ikhSaN's defined communication methods
 - Perform cutover activities
 - Effectively apply our methodologies, policies & standards.
 - Prepare for engagement reviews and quality assurance procedures.
 - Minimize our exposure and risk on the project.
 - Ensure project documents are complete, current, and stored appropriately
- **IT Business Analyst**
 - To ensure all IT issue and change request has been captured and resolved within SLA.
 - Analyse and perform IT change requests for system enhancement and provide alternative solutions to resolve user concern for smooth system operations.
 - Manage the IT Helpdesk and provision of IT support to users.
- **Staff Development**
 - Manage the IT team to ensure strategic and operational alignment across the region.
 - Develop a training program and sharing session.

Project Involved:

- **Dashboard (QlikView)**
 - Project Manager
 - Business Analyst
- **Merchandise Planning and Stock management (Jedox)**
 - Project Manager
 - Business Analyst
- **ERP MS Dynamics SL and RMS**
 - Project Management
 - Business Analyst

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- 4) **Period Employed** : June 2016 – November 2016
- Company** : Indah Water Konsortium Sdn Bhd (IWK)
- Position** : Manager SAP Application Support

Job Responsibilities:

- **Managing the day-to-day successful running of the IWK SAP landscape.**
 - Managing the SAP first and second-level support for modules (FICO, BPC, MM, HR, GRC, BW/BOBJ, EAM, SRM, PS, EHSM, SPM, CLM, FIORI, ESS, SUS)
 - Partnership with Business Users and other support teams to coordinate and facilitate the scheduling, incident triage and timely resolution of production issues
 - Ensuring the integrity of the SAP landscape (functional consistency) and proactively working with 3rd Parties to ensure it is patched and maintained in line with current best practices.
 - Working the SAP support 2nd line organization to ensure the IWK's SAP support function works effectively
 - Provide SAP training or review sessions to the users relative to the implementation of new systems and upgrades.
- **Project Management and Implementation**
 - Responsibility for initiating, planning, executing, monitoring, and closing SAP project implementation

Project Involved:

- **SAP AMS Tender**
 - Project working committee
 - Technical Evaluation
- **SAP Project System (PS) Integration**
 - Project working committee
 - Business requirement study
- **SAP Support**
 - SAP daily support
 - Provide monthly status updates (Open, Outstanding, and Change Request)
- **SAP LSO and TVM**
 - Project Manager

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5) **Period Employed** : April 2012 – June 2016
Company : Petra Energy Berhad
Position : IT Assistant Manager

Job Responsibilities:

- **Project Management and Implementation**
 - Responsibility for planning, implementing and supporting ERP SAP B1 modules like Finance (AP, AR, GL and Fixed Asset), Supply Chain and Procurement.
 - Participating in committees responsible for upgrading or implementing new solutions and improving processes.
 - Formulating functional and technical requirements/specifications in coordination with business owners. (AS- IS and TO – BE process)
 - Financial Reporting and consolidation (Tableau Business Intelligent)
 - Government Service Tax (GST)
- **Project Management and Implementation**
 - Consistently complies with PEB policies, procedures, and practices
 - Assist and advice team on the best use of project management disciplines
- **Internal Consultancy**
 - Provide SAP internal consultancy for the application support and development managers regarding solutions or business processes improvement

Project Involved:

- **Project Management, Functional and Support ERP SAP Implementation**
 - Business Process Improvement / Business Strategic Planning
 - Procurement module (PR, RFQ, PO, GRN) included Work Order A, B, C, and D for Petronas Carigali
 - Work Order Proposal and Job Completion Ticket (JCT)
 - Purchase order Proposal and Payment Certificate
 - Sales Process (Quotation, Sales Order, and Delivery)
 - Financial Module (AP, AR, GL, Management Reporting, and Fixed Asset)
 - Fixed Asset, Tracking, and Rented Item
 - GL Integration with Orisoft System
 - Government Service Tax (GST)
 - Purchase Requisition
 - Contract Admin Tracking System
- **GST Project**
 - Project Management
 - Business Requirement study and system mapping
- **Business Intelligent and Reporting**
 - Project Management
 - Business Requirement study and system mapping

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- 6) **Period Employed** : February 2007 – March 2012
- Company** : MISC Integrated Logistics Sdn Bhd
- Position** : ICT Business Analyst

Job Responsibilities:

- **Project Management and Implementation**
 - Manage the project team and vendors by ensuring timely delivery of activities and cutover of systems
 - Provide technical and business system support to operations.
 - Conduct business requirements analysis and documentation for acquiring a new system.
 - Improve operation efficiency and enhance the current system by managing and proposing new projects and improvement activities in the area of Systems and ICT
- **Application Support and Configuration**
 - Resolves necessary changes.
 - Corrects errors.
 - Enhances or modifies the system.
 - Provides for scheduled maintenance
 - System Integration to SAP FI module (AP and AR)

Project Involved:

- **Functional and Business Analyst**
 - Freight Forwarding, System Integration to SAP (FICO, MM and SD)
 - SAP Enhancement (FICO and MM)
 - Freight Forwarding System
 - Oracle Transportation Management System (OTM)
 - System Integration to SAP (FI)
 - Haulage Management System (HMS)

- 7) **Period Employed** : December 2000 – February 2007
- Company** : Teras Teknologi Sdn Bhd
- Position** : Web Programmer

Job Responsibilities:

- System Analyst and Design
- System development, enhances and support

Project Involved:

- **Web programmer and system analyst**
 - Toll Violation and Enforcement System - TVES
 - Customer Complaint Management System (CCOMS)
 - Hospital Linen Management System (eMAS)
 - DagangNet Exchange (myPorts)
 - Correspondence Tracking System (e-CTS)

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PROFESSIONAL TRAINING AND CERTIFICATION

- Trained CBAP, Certified Business Analyst Professional
- SAP Certified, Financial and Management Accounting ERP 6.0 EHP5 (FICO)
- Trained Project Management Professional (PMP)
- Trained ITIL Foundation V3
- OTM 5.5 Core Competence Ed2 (Oracle Transportation Management)
- ISO:27001

NOTICE PERIOD

- 3 Months

EXPECTED SALARY (MYR)

- 20,000.00