

CURRICULUM VITAE



PERSONAL DETAILS			
Full Name	Haplah Binti Sulaiman		
ID card No. / Passport No.	Citizenship	Race	Gender
781118-05-5512	Malaysia	Malay	Female
Designation	Marital Status	Date of Birth	
Assistant Manager	Married	18 November 1978	
Current Address		E-mail Address and H/P	
No 25, Jalan 8, Taman Batu Caves, 68100 Batu Caves, Selangor Darul Ehsan		haflah_sulaiman@yahoo.com H/P: 012-2221589	

ACADEMIC QUALIFICATION			
Qualification	Name of School/Institution	Year obtained	CGPA
BACHELOR (Bachelor of Communications with Hons)	University Putra Malaysia (Serdang)	2008	3.18
DIPLOMA (Business Management)	Institut Tun Abdul Razak (ITTAR)	2001	2.74
SPM	Tunku Besar Secondary School, Tampin Negeri Sembilan	1995	Passed with 2nd grade

LANGUAGE PROFICIENCY					
Language	Poor (1)	Moderate (2)	Good (3)	Very good (4)	Excellent (5)
English			/		
Bahasa Melayu			/		

WORKING EXPERIENCE			
Employer	Designation	Start Date	Date Ended
Koperasi Angkatan Tentera Malaysia Berhad	Assistant Manager Team Lead (Asset Management) General Administration	March 2019	Present
Job Description	<p>1. Asset Main Data Facilitate and supervise subordinates of data updates record and file</p> <p>Overview and progress to maintain of Koperasi main data excel files in comparable to SAP balance</p> <p>2. Posting Entries for adjustment, disposal, transfer of Assets Review all journal entries, cost-centre, profit-centre, GL parked which is already posted to SAP.</p> <p>Journal entries is posted to SAP system, after verification on the entries is done. Asset management SAP entries consists several main tasks including of: - Asset creation Asset disposal Asset migration Asset depreciation Adjustment on asset value</p> <p>3. Concurrence on asset creation Concur on asset creation whether it fits to the description and category intended.</p> <p>Determine the best classification on asset type creation. To check history asset data and to adjust and correct any asset type which is wrongly classified.</p> <p>4. IT & Other department system checking Oversee and examine any UAT process and system integration in GL and raise VT for any IT issue on SAP or TCS.</p> <p>Involves and testing any UAT requirement for asset management team whether it is by Virtual ticket request or system implementation. Create additional appropriate test script which can be used in UAT environment scenario.</p> <p>5. To develop effective tagging process for assets To come up with best tagging method and sticker which can be used by all assets.</p> <p>Tagging system to be implemented which can be directly linked to SAP balance and data.</p> <p>6. Clearing and solving of backlog issues related to assets To begin cleaning process of any backlog issue related to assets which is mainly to be updated in the Asset Main Data files.</p> <p>To facilitate and progress any backlog issue such as asset tagging which have been highlighted by external auditor in previous year.</p>		

	<p>To clean up remaining disposal, right off and update all asset listing to its latest status and stages.</p> <p>7. SOP of Asset</p> <p>Developed Standard Operations Procedure (SOP) for Asset which inclusive of all Asset Activities (Registration, Tagging, Write Off/Disposal, Depreciation, Asset Transfer/Movement etc)</p>
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Employer	Designation	Start Date	Date Ended
Koperasi Angkatan Tentera Malaysia Berhad	Assistant Manager Team Lead (Purchasing) Property & Purchasing	March 2015	March 2019
Job Description	<ol style="list-style-type: none"> 1. Receive, review and process all PR via the EBS System by conducting aRFQ/RFP/Tender. 2. To tabulate the submitted tender/RFQ and to recommend base on the lowest quote which also need to considerate on Quality, Quantity and Delivery matters. 3. Closely monitoring on stock availability on Printing/Stationery/Computer Consumable to ensure there's no shortage of stock upon user request. 4. To release/approve PR to be generated by subordinate to Purchase Order via the SAP System. 5. To approve/verify the Payment Instruction to be submitted to Finance Dept for payment purposes. 6. Involved in a Special Task as Annual Report Printing for AGM, Printing and Supply of Festive Cards and Packets, Enhancement/Upgrading the CCTV's System for HQ and Branches etc. 7. Involved in Property assignment on Renovation Works for upgrading and new branch. 8. Involved in Transformation Exercise to be a Coop-Bank where related to Property & Purchasing Unit. 9. Developed Process Manual/SOP for Purchasing Unit. 10. Collaborate with all units to have the frame on activity which involved expenses of company's capital. 11. Developing procurement process from end to end process via the SAP System. 12. Communicate with internal Customer on product/service requirements, specification to avoid any wrong purchases. 13. Request Quotation from Vendors and ensure that price is competitive. 		

	<p>14. Convert all PR to PO's on time in accordance with SOP.</p> <p>15. Initiate negotiations and price reductions from time to time, and aim for price agreements with key Vendors.</p> <p>16. Conduct price review and market price test for products that carry heavy weight in project expenditure.</p> <p>17. Monitoring on Company's Expenses on OPEX and CAPEX approved budget.</p> <p>18. Incorporated with Finance team to ensure no leakage of expenses paid without proper documentation/acknowledgement of Purchasing Key Personnel.</p> <p>19. Manage Vendors and ensure performance on delivery, price and quality is at best levels.</p> <p>20. Execute the company's best policies and business as directed and other duties assigned by superior.</p>
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Employer	Designation	Start Date	Date Ended
RHB Banking Group (RHB)	Senior Executive – Strategic Sourcing, Property and M&E Unit, Group Procurement	January 2014	February 2015
Job Description	<p>1. Receive, review and process all PR via the EBS System by conducting a RFQ/RFP/Tender.</p> <p>2. Communicate with internal Customer on product/service requirements, specification to avoid any wrong purchases.</p> <p>3. Request Quotation from Vendors and ensure that price is competitive.</p> <p>4. Convert all PR to PO's on time in accordance with SOP.</p> <p>5. Initiate negotiations and price reductions from time to time, and aim for price agreements with key Vendors.</p> <p>6. Conduct price review and market price test for products that carry heavy weight in project expenditure.</p> <p>7. Ensure that all Vendors are registered with the company as stipulated in the Purchasing Manual, register in ASL and make efforts to establish credit terms with all Vendors.</p> <p>8. Manage Vendors and ensure performance on delivery, price and quality is at best levels.</p> <p>9. Initiate Vendor Policy, SOP, Purchasing Terms and Conditions, Reporting and Purchasing Process Improvement eventually.</p> <p>Cont'd</p>		

	<p>10. To submit reports to supervisor on tasks performed on weekly and monthly basis.</p> <p>11. Execute the company's best policies and business as directed and other duties assigned by superior.</p>
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Employer	Designation	Start Date	Date Ended
RHB Banking Group (RHB)	Senior Executive – Strategic Sourcing, Shared Services, Group Procurement	January 2013	December 2013
Job Description	<ol style="list-style-type: none"> 1. Quotation Sourcing from a registered Panel Vendor with RHB banking Group on Stationery & Consumable, marketing Collaterals and Corporate Gifts items for the group and request by the end user. 2. Conducting a Tender on Stationery & Consumable, Marketing Collaterals and Corporate Gifts items for the group which estimate value of >RM100K 3. Conducting a RFQ/Tender for Festive Hampers for all eve ie Hari Raya, Chinese New Year, Mid Autumns, Deepavali & Christmas for RHB Banking Group 4. Assisting on e-bidding session for tender result amount of >300K 5. Monitoring of year purchased of all Stationery & Consumable (table top stationery, general printing, beverages, toner cartridge, computer pre-printed forms, diskettes etc) Marketing Collaterals and Corporate Gifts items to schedule a RFQ/Tender to secure the best price throughout the year. 6. Preparing for Monthly Report on Cost Saving & Cost Avoidance to be submitted to a Central Management Committee's Monthly Meeting. 7. Monitoring on all expiry agreement on the Stationery and Computer Consumables & General Printing & Marketing Collaterals awarded for the period of the year. 		

Employer	Designation	Start Date	Date Ended
RHB Banking Group (RHB)	Senior Executive – Administrator of Helpdesk (Duty Rotation)Group Procurement	January 2012	December 2012
Job Description	<ol style="list-style-type: none"> 1. Frontline to Group Procurement to handle internal user on their inquiries on Procurement Matter (procedures, process, approval authority and etc) 2. Optimal utilization of available resources to meet SLA requirements. 3. Log service request, complaints, enquiries and continuous customer (internal user) service. 4. Generating a monthly report on inbound/outbound email on queries, complaints, PDAform, order form, status update etc. 5. Working closely with Head, Group Procurement to improve the process and knowledge of the team and ensuring key service level metrics are met. 6. Competent in handling internal user's on product inquiries, complaints and feedback promptly and accurately. 7. Resolving customer (internal user) inquiry and complaint by practicing "first call resolution" and 24hours TAT i.e all request/complaints on behalf of customer/colleagues to be raised within the same day. 8. Assisting to guide a Supplier of Registration & Quotation Submission on E- Procurement Systems. 9. Ensuring the team on what excellence means for their roles and provide clarity on the process and the requirements by the bank. 10. Work closely with other department in Group Procurement to drive resolutions, and improve the internal processes. 11. Ensure appropriate follow up by the team and act as an escalation point for errors and queries. 12. Strong individual engagement with team members. 13. Exercise excellent customer service skills at all times. 14. To relief a secretary/admin assistant on their job function whenever they go on leave (arranging a meeting schedule for Head, Group Procurement, compiling a paper to be present in CTC meeting, admin works etc) 		

Employer	Designation	Start Date	Date Ended
RHB Banking Group (RHB)	Senior Executive – Strategic Sourcing, Group Procurement	May 2011	December 2011
Job Description	<ol style="list-style-type: none"> 1. Quotation Sourcing from a registered Panel Vendor with RHB banking Group on Stationery & Consumable, marketing Collaterals and Corporate Gifts items for the group and request by the end user. 2. Conducting a Tender on Stationery & Consumable, Marketing Collaterals and Corporate Gifts items for the group which estimate value of >RM100K. 3. Conducting a RFQ/Tender for Festive Hampers for all eve ie Hari Raya, Chinese New Year, Mid Autumns, Deepavali & Christmas for RHB Banking Group. 4. Assisting on e-bidding session for tender result amount of >300K. 5. Monitoring of year purchased of all Stationery & Consumable (table top stationery, general printing, beverages, toner cartridge, computer pre-printed forms, diskettes etc)Marketing Collaterals and Corporate Gifts items to schedule a RFQ/Tender to secure the best price throughout the year. 6. Preparing for Monthly Report on Cost Saving & Cost Avoidance to be submitted to a Central Management Committee's Monthly Meeting. 7. Monitoring on all expiry agreement on the Stationery and Computer Consumables & General Printing & Marketing Collaterals awarded for the period of the year 		

Employer	Designation	Start Date	Date Ended
RHB Banking Group (RHB)	Executive – Property Management & Procurement	January 2007	April 2011
Job Description	<ol style="list-style-type: none"> 1. Quotation Sourcing from a registered Panel Vendor with RHB banking Group on Stationery & Consumable, marketing Collaterals and Corporate Gifts items for the group and request by the end user. 2. Conducting a Tender on Stationery & Consumable, Marketing Collaterals and Corporate Gifts items for the group which estimate value of >RM100K. 3. Conducting a RFQ/Tender for Festive Hampers for all eve ie Hari Raya, Chinese New Year, Mid Autumns, Deepavali & Christmas for RHB Banking Group. 		

	<p>Cont'd</p> <ol style="list-style-type: none"> 4. Assisting an immediate supervisor on e-bidding session for tender result amount of >300K. 5. Preparing a Purchase Order to procure the request items by end user. 6. Preparing a Payment Instruction on all invoice to be submitted to Group Finance. 7. Promptly attend to all queries and complaints from end user and suppliers
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Employer	Designation	Start Date	Date Ended
RHB Investment Bank Berhad	Clerk – Procurement & Administration	October 2005	December 2006
Job Description	<ol style="list-style-type: none"> 1. Procuring consumable goods at the lowest price consistent with quality and user requirements. 2. Handling complaints from internal user on consumables (eg wrongly delivery, late delivery, wrongly invoice, shortage of delivery etc). 3. Assisting immediate supervisor to procure (preparing Purchase Order) Computer hardware & software, office equipments (personal computer, notebook, server, computer accessories, Software Licenses, Fax Machines, Printer, Photocopier etc). 4. Promptly attend to all queries and complaints from end user and suppliers. 5. Promptly attend to all queries and complaints from end user and suppliers. 6. Preparing Monthly Consumption Report for RHB Unit Trust Management Berhad. 7. Preparing Monthly Consumption Report for Toner Usage via Systems. 8. Assisting Office Administration Works and Document Workbench. 		

Employer	Designation	Start Date	Date Ended
Pharm Vision Ventures Sdn Bhd (Pharmaceuticals)	Customer Service Representative	February 2005	September 2005
Job Description	<ol style="list-style-type: none"> 1. Responsible for the Operation of Customer Service Unit. 2. Processing / Rcoding Purchase Order form Pharmacy & Private Hospital in Malaysia. 3. Printing all incoming orders via web sites. 4. Entertaining customers pharmaceutical product query stock information. 5. Entertaing / solving all customer complaints (e.g wrongly items, defected items etc). 6. Organizing events in pharmaceutical road tour / exhibition. 7. Handling return stocks from customer. 8. To do a Stock Take every end of month. 9. Preparing a Credit Note to Customer (CN). 10. Filing 		

Employer	Designation	Start Date	Date Ended
Koperasi Bekas Polis Malaysia Berhad	Admin Officer	March 2002	September 2004
Job Description	<ol style="list-style-type: none"> 1. Reporting to Manager in administration matters. 2. To ensure all the administration jobs done. 3. Signing a letter to subsidiary (e.g memo, notice etc). 4. Handling all matter and report to submitt to Jabatan Pembangunan Koperasi. 5. To arrange a schedule for meeting. 6. To prepare a minutes of Boards Meeting if needed. 7. To attend a board meeting (to relief a manager) 		

Employer	Designation	Start Date	Date Ended
Dewan Bandaraya Kuala Lumpur	Industrial Training	November 2001	February 2002
Job Description	<ol style="list-style-type: none"> 1. Preparing a courses / seminar claim by the staff to be given to the Account Department known as Jabatan Bendahari. 2. Preparing the invoices of Financial loan of the staff for continuing their study. 3. Checking all applicants status in Financial loan. 4. Preparing a letter to be given to staff for any courses / seminar they'll attend 		

Employer	Designation	Start Date	Date Ended
Adhicipta Sdn Bhd	Administration Clerk	July 1996	April 2000
Job Description	<ol style="list-style-type: none"> 1. Responsible on all admin works (preparing a letter, answering phone calls, filing, etc). 2. Responsible on a Bookshop Operations (ordering stocks, handling walk in customer, closing etc). 3. Assisting CEO's (Dato' Zakiah Hanum) on Monthly articles to be submitted to Publisher (Nona, Jelita, Wanita etc). 4. Involved in Project Launching of Muzium Sultan Selangor, Klang 		

SKILLS	
Professional	<ul style="list-style-type: none"> - Proficient in Microsoft Office (Words, Excel, Power Point) - Communication - Interpersonal - Negotiation
Personal	<ul style="list-style-type: none"> - Independent - High motivated - Hardworking - Fast learner - Willing to accept challenges, - Focus, able and easy to get along with other people.

REFERENCE	
1.	<p>Mr Mohammad Khairul Anuar Mohamed Chief Operating Officer Koperasi Angkatan Tentera Malaysia Berhad Tel : 016-333 3482</p>
2.	<p>Mrs Norlina Hussin Team Lead of Strategic Sourcing, Group Procurement RHB Banking Group Tel : 012-203 5580</p>