

ANISSA SALLEH

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MY PROFESSIONAL OBJECTIVE

A position in Contract/Vendor Management, Procurement and/or Human Resource field, which provides an opportunity to make a strong contribution towards organizational growth through continued development of technical and professional skills.

MY EDUCATION

Multimedia University, Melaka, Malaysia

1999 - 2003

- Bachelor's Degree in Electronics Engineering (majoring in Telecommunications)

MY CORE SKILLS

- Vendor management
- Contract budget planning and cost optimization
- Preparation of technical specifications, contract documents, audit processes etc.
- Tender Negotiation (Technical and/or Financial) with Suppliers

LANGUAGES

- Malay & English language

MORE ABOUT ME

- I run, climb, dive, play, and yoga.
- I travel to explore different cultures; preferably out of the urban setting.

WORKING EXPERIENCE (17 YEARS)

Industry:

15 years - Telecommunications

3 years - Financial Institution

1.	<i>CIMB Bank Berhad, Kuala Lumpur</i> 2018 - current Industry: Financial Institution
	<i>Group Administration</i> 2019 - current <i>(1) Physical Records Archiving , (2) Mailing Management</i>
	<i>Group Strategic Procurement</i> 2018 - 2019 <i>- Vendor and Contract Management</i>
	<ul style="list-style-type: none">Physical Records Archiving Team and Mailing Management Team<ul style="list-style-type: none">Lead a clean-up taskforce for destruction of expired physical records, resulting in > 30% reduction in storage. Translated to savings of RM 500k annually.Manage Physical Record Archiving vendors and contracts, including vendor performance management. Carry out tender exercise and evaluation upon contract expiryManage outsourced centralized mailroom vendor, domestic and international courier vendors, as well as in-house internal mailing operations.Vendor and Contract Management<ul style="list-style-type: none">Manage vendors and contracts, including vendor performance management.Identify opportunities to renegotiate upon contract renewal to gain any cost avoidance. Example : re-negotiated an IPVPN contract with a telco vendor which resulted in 10% savings, translating into RM 2.6 mil savings for the bank (over 2 years).
2.	<i>Maxis Berhad, Kuala Lumpur</i> 2014 - 2018 Industry: Telecommunications / Contact Centre
	Contract Management and Partnership Specialist
	<ul style="list-style-type: none">Contract Management and Vendor Management:<ul style="list-style-type: none">Conduct Technical Negotiations and support Sourcing Team in Financial Negotiations for contractual processes. Prepare and finalize Service Agreements for contract binding.Supervise contract management and budgetary (Annual contract value ± RM35 mil). Conduct Vendor Performance Evaluations and periodical Audits.Resolve disputes and manage vendors' contract KPI deliverables including governance of Quality and Service LevelContact Centre Operations:<ul style="list-style-type: none">Analyze and forecast monthly call volumes; to optimize cost and headcount allocation.Holistically govern financial and recruitment processes. Resolve HR/IR issues of call centre employees, in collaboration with recruitment vendors, contact center managers, Maxis HR.

3.	<i>Binaan Desjaya Sdn Bhd, Kuala Lumpur (4 years)</i> 2010 - 2014
	Industry: Telecommunications / Construction
	Business Development and Contract Management
	<ul style="list-style-type: none"> • Manage the Correspondence Office in Kuala Lumpur. • Prepare Contract Documents for contracts of telecommunication related accessories, e.g outside plant items, concrete poles, manholes. • Negotiate prior to contract agreements; negotiate variations in price, delivery and specifications during contract period. (Annual contract value ± RM15 mil) • Identify new markets, new products, and business opportunities. Maintain current and develop new relationships with customers.
4.	<i>Mal-Tel Systems Sdn Bhd, Kuala Lumpur (2 years)</i> 2008 - 2010
	Industry: Telecommunications
	<i>Procurement and Product Management</i>
	<ul style="list-style-type: none"> • Complete Tender Documents for contracts of various telecommunication equipments. • Prepare Technical and Commercial proposals for various telecommunication products and IT solutions. • Identify new markets and business opportunities. Maintain current and develop new relationships with customers. • Negotiate variations in price, delivery and specifications.
5.	<i>Telekom Malaysia Berhad, Kuala Lumpur (5 years)</i> 2003 - 2008
	Industry: Telecommunications
	<i>Procurement and Contract Management</i> 2007 - 2008 – BRAS (Broadband Remote Access Server), IP Network
	<i>Procurement and Contract Management</i> 2004 - 2007 – Outside Plant Network and Power Systems
	<i>Procurement and Contract Management</i> 2003 - 2004 - CPE (Customer Premise Equipment)
	<ul style="list-style-type: none"> • Develop Technical Specifications for various Tenders. Carry out complete Technical Evaluations and Financial Negotiations for tender exercises. • Prepare network configuration for any necessary tests prior to tender evaluations. Perform field trials, tests and troubleshooting during tender evaluations. • Prepare complete Technical Contract Documents for Contracts and establishing Agreement Terms; prepared addendums for said Contracts. • Manage vendors and contracts, including vendor performance management. (Total annual contract value ± RM100 mil)