



Norshamsinar Mohamad

No. 872, Jalan Nada Alam 6/4,
Nada 5, Taman Nada Alam,
71700 Mantin,
Negeri Sembilan Darul Khusus.

Seeking for a long-term career opportunity that allows for advancement and professional development within the organization.

A dedicated and motivated individual who can contribute, work and communicate with clients (whether an individual or the public), teams and management.

An advocate in continuous development and professionalism to grow both the individual and the organization.

An able manager with the ability to communicate and motivate team members to work in sync.

Educational Background

Bachelor of Laws with
Honours(H)
Universiti Teknologi MARA, Shah
Alam, Selangor - 2005

Bachelor of Laws (LLB)
Universiti Teknologi MARA, Shah
Alam, Selangor - 2004

Matriculation Certificate,
Foundation in Law
Matriculation Centre, Universiti
Teknologi MARA, Shah Alam,
Selangor - 2001

Skills & Proficiencies

Sound knowledge in the
Malaysian Legal System

Communication: Good command
of English and Bahasa Malaysia,
articulate and exceptional
presentation skills.

MS Office Suites: MS Word, MS
Excel, MS PowerPoint.

Work Experience

MRANTI Corporation Sdn. Bhd.
(Head of Real Estate & Commercial Litigation)
12 June 2023 - Present

Indah Water Konsortium Sdn. Bhd.
(Legal Manager)
13 April 2022 – 2 July 2023

Indah Water Konsortium Sdn. Bhd.
(Integrity & Governance Manager)
1 August 2020 – 12 April 2022

Indah Water Konsortium Sdn. Bhd.
(Legal Manager)
7 December 2016 – 30 July 2020

Messrs Siti Zarina & Associates
(Partner)
6 November 2014 – December 2016

Messrs Rozali Ismail & Co
(Legal Assistant)
12 July 2010 – 25 November 2014

Messrs Sheng & Co
(A Partner)
October 2008 – December 2009

Attorney General Chamber, Prosecution Division
(Assistant Public Prosecutor (APP))
February 2008 - October 2008



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Courses and Seminars

- Corporate Liabilities under Anti-Corruption Laws and Anti-Money Laundering in Malaysia.
- Integrated Management Systems (IMS) ISO 95001, ISO 14001, ISO 45001, ISO 50001, ISO 55001, ISO 37001 & ISO 27001 Internal Auditing.
- Guidelines on the Preparation of Letter of Intent and Memorandum of Understanding (28th July 2005 – Singgahsana Hotel, Petaling Jaya).
- Appellate Procedure – Civil Appeals (10th February 2006 – Bar Council Malaysia).
- CHAMP - Create, Harmonise, Analyse & Make Possible- A creative and analytical skills program.
- High Impact Presentation Skills training.
- Personal Data Protection Act 2010, Standard 2015 & Compliance Implementation.
- Build only Contract by Axiom Consultants Sdn. Bhd.
- Interactive Presentation Using Prezi.

Skills & Proficiencies

Sound knowledge in the Malaysian Legal System

Communication: Good command of English and Bahasa Malaysia, articulate and exceptional presentation skills.

MS Office Suites: MS Word, MS Excel, MS PowerPoint.

References

Mr. Narendran Maniam
Chief Executive Officer
Indah Water Konsortium Sdn. Bhd.
1, Jln Damansara,
60000 Kuala Lumpur,
Wilayah Persekutuan Kuala Lumpur.

Mr. Syamsul Anwar Abd Aziz
Head,
Internal Audit & Risk Department
Indah Water Konsortium Sdn. Bhd.
1, Jln Damansara,
60000 Kuala Lumpur,
Wilayah Persekutuan Kuala Lumpur.

Norshamsinar Mohamad

Mobile : +6012-7046810
Email : norshamsinarmohamad@gmail.com

MRANTI Corporation
Sdn. Bhd.
(Head of Real Estate &
Commercial Litigation)
12 June 2023 - Present

- Prepare legal documents, including liaising with internal/ external parties to seek further and better particulars and thereafter draft the required legal documents and advise the internal clients on the contents.
 - Drafting and preparing the Tenancy Agreement with tenants and preparation of service contacts, memoranda and letters.
 - Review legal contents of agreements, and memorandum of understanding prepared by third parties and amend it accordingly to protect the best interest of the company and its subsidiaries.
 - Monitor bad debts upon instruction from corporate finance or subsidiary companies and initiate legal action to recover monies owing to the company and/or its subsidiaries.
 - Monitor litigation cases and liaise with external solicitors.
 - To assist and support the human capital department in industrial relation issues, including prosecuting Domestic Inquiries.
 - Conducting investigations for various audit and disciplinary matters as instructed by the management.
 - To render legal advice and/or opinion to the company and its subsidiaries.
 - To carry out other lawful instructions from the Director of Legal & Secretarial Division as and when needed.
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Indah Water Konsortium
Sdn. Bhd.
(Legal Manager)
13 April 2022 – 2 July
2023

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- Advising all departments/unit offices and the management on any legal issues in general and/or any legal issues concerning contested sewerage debt recovery matters and general litigation be it verbal or in writing.
 - Drafting and preparing proposed legislative amendments to the Government (Water Services Industry Act 2006, Sewerage Services (Charges) Regulations 1994, Desludging Rules etc.
 - Attending stakeholder meetings, both internal and external.
 - Oversees, monitors and advises in relation to general litigation matters and contested sewerage debt recovery matters/court documents/action.
 - Dealing with government bodies such as the Ministry of Finance, Land Office, Insolvency Department, Ministry of Water, Land and Natural Resources, National Water Services Commission, Ministry of Housing and Local Government, Department of Environment etc.
 - Attending Management meetings in the absence of the Head of Department and assisting the Head of Legal Department on all matters and issues arising from time to time.
 - Assisting the Head of Legal Department in the amendment exercise of the Concession Agreement between IWK and the Government.
 - Monitoring contested sewerage debt recovery matters to ensure that the matter is handled properly, promptly and efficiently by the panel solicitors and to ensure that litigation process is effectively carried out by the panel solicitors without wasting unnecessary cost and time.
 - Monitor and ensure that the contested sewerage debt recovery matters are managed, owned and followed through to a successful conclusion and to monitor contested sewerage debt recovery matters that can be settled amicably.
 - To review and vet Cause Papers prepared by the panel solicitors and to attend to court hearings, mediation, etc, as and when required.
 - Verify and affirm the affidavits forwarded by the panel solicitors.
 - Conduct legal research on legal updates and development in general and in debt recovery proceedings.
 - Verify and sign the claims made by the panel solicitors as per their invoices for legal works done.
 - Provide monthly report to the Management and ad-hoc reports, as and when required by the Management.
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- To instruct the panel solicitors according to the authority given by the Head of Department/Management.
 - Preparing Business Plan for Indah Water Konsortium Sdn. Bhd. for an Individual License together with Veolia Water Technologies Sdn. Bhd.
 - Preparing a Shareholder Agreement between Indah Water Konsortium Sdn Bhd and Veolia Water Technologies Sdn. Bhd.
 - Preparing a Service Agreement for Network Maintenance between Indah Water Konsortium Sdn Bhd and TRX City Sdn. Bhd.
 - Preparing Board Papers for matters related to legal department such as (disconnection of sewerage services and getting waived on outstanding under the proof of debt account).
 - Monitoring contested sewerage debt recovery matters to ensure that the matter is handled properly, promptly and efficiently by the panel solicitors and to ensure that the litigation process is effectively carried out by the panel solicitors without wasting unnecessary cost and time.
 - Monitor and ensure that the contested sewerage debt recovery matters are managed, owned and followed through to a successful conclusion and to monitor contested sewerage debt recovery matters that can be settled amicably.
 - To instruct the panel solicitors according to the authority given by the Head of Department/Management.
 - A member of the Steering Committee for ISO 9001: 2015.
 - Supervise the work of the team members by checking on their output to ensure that the quality of work is well maintained.
 - Review the performance of the panel solicitors from time to time to ensure that the interest of the company is protected at all times.
 - Follow-up on contested sewerage debt recovery matters.
 - Follow-up on the general litigation matters.
 - Monitor and ensure that the correspondences received from the solicitors/customers are replied by the staff in accordance to the policies and level of service.
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Indah Water Konsortium
Sdn. Bhd.

(Integrity & Governance
Manager)

1 August 2020 – 12 April
2022

- Assist the Head IGU in the planning, preparation and coordination of Integrity Seminars, Briefings and staff & vendor engagement activities.
 - Prepare and update Integrity Briefing modules and presentation materials.
 - Conduct Induction Training for new Managers, Executives and Non-Executives.
 - Liaise with Malaysian Anti-Corruption Academy (MACA), training providers and speakers.
 - Completed the IWK Future Leaders program from 2019 to 2021.
 - Coordinate with Unit Offices and external parties to ensure the planned annual integrity awareness activities and programs run smoothly.
 - Preparation for Anti-Bribery Management System MS ISO 37001:2016.
 - Auditor for MS ISO 37001:2016 Anti-Bribery Management System's audit.
 - Conduct Corruption Risk Management (CRM).
 - Prepare necessary guidelines and processes on integrity to complement the existing policies and procedures.
 - Prepare Meeting Agendas, Reports, statistics and other documentation for the Board of Integrity and Governance Committee (BIGC) and Management meetings.
 - Monitor and update IGU Risk Register and Risk Action Plan.
 - Responsible for compliance with Guidelines for the management of IGU as published by the government or MACC.
 - Certified Integrity Officer (CeIO) Programme for Private Sector Series 7/2021.
 - Organisational Anti-Corruption Plan (OACP IWK) (2020-2022).
 - Monitor the Corruption Risk Management's action plans and Organisational Anti-Corruption Plan (OACP IWK) (2020-2022) initiatives monthly and submit them to the BIGC and management.
 - Conduct training on Section 17A of the Malaysian Anti-Corruption Act 2009.
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