



FIFIYANI JOUDI

PROFILE

A self-motivated, organised and capable of working under pressure. An individual who has a clear and logical mind with a practical approach to solve a problem and a drive to see things through to completion. An adaptable and responsible who seeks a senior-level position in the related legal field that will utilize organisational and communication skills in order to gain new experience.

CONTACT

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☎ 016-2018155

📍 Lot 14, Perumahan KKIP
Sepangar

EXPERTISE

- Contract Management



- Documentation and
control



- Drafting and reviewing
documents



- Analytical and Critical
Thinking



- Scheduling



WORK EXPERIENCE

CONTRACT MANAGER

2021 - Current

Boustead DCNS Naval Corporation Sdn Bhd (BDNC)

- Certified Contract Manager awarded by International Malaysian Training Center
- Work with the Head of Commercial and Corporate Affairs to understand the terms of the contracts as well as the obligations and liabilities of the contracting parties (the Government of Malaysia and other named subcontractors).
- Draft the contracts and bids, review the terms and conditions of the contract and bids and provide related legal advice.
- Mitigated the risks by analyzing contracts' potential impacts and avoiding unfavourable terms.
- Tracked contracts for management and issued regular tracking reports covering current status and upcoming milestones.
- Monitored contracts' performance to detect non-compliance with terms and deficient returns and organize proactive resolutions.

LEGAL ASSISTANT

2018 - 2021

J T KULAI & CO (KK BRANCH)

- Drafting general agreements, tenancy agreements, sale and purchase agreements, wills, legal opinions and other correspondences.
- Attending court proceedings on bankruptcy, criminal, general litigation, foreclosure proceedings and land matters.
- Proofread documents prepared by senior and other office personnel to ensure accuracy in grammar and spelling.
- Provide secretarial and administrative support including interacting with clients, meeting with clients and serving as a liaison between corporate clients, bank officers and other staff members.
- Perform research on the latest development of law to ensure compliance on administrative works and documentation with all state legal regulations

EDUCATION

UNIVERSITY OF MALAYA

2022-Current

Master of Laws (LL.M)

UNIVERSITI TEKNOLOGI MARA

2012-2016

Bachelor of Laws (LL.B Hons)

Second Class Honours

UNIVERSITI TEKNOLOGI MARA

2011-2012

Foundation of Laws

Dean's List (CGPA: 3.87)