



AZIEMA OTHMAN @ OSMOND
Head, Legal & Corporate Secretarial
Raffles American School

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Experience		
13 years of total experience		
Oct 2022 - Present (10 months)	Head, Legal & Corporate Secretarial Raffles American School Johor, Malaysia	
	Industry	Education
	Specialization	Law/Legal Services
	Role	Lawyer
	Position Level	Senior Manager
	Monthly Salary	MYR 15,000
	<ol style="list-style-type: none"> 1. Prepare and review various contracts – employment, commercial, construction, corporate, technical agreements. 2. Participate in and provide legal advice on contractual and legal aspects including transaction support, corporate governance, employment-related issues, and intellectual property matters. 3. Advise management on all legal matters to avoid or minimize exposure to disputes and liabilities under contracts, legislation, or law by ensuring compliance with all applicable contractual, statutory, and other legal requirements. 4. Provide legal advice on claims for and against the Company's business and functions prior to commencement of litigation. 5. Ensure high quality, accurate and timely corporate compliance according to Singapore Exchange ("SGX") Listing Rules. 6. Facilitate collaboration with the Management Team in preparation for the quarterly board/board committee meeting and/or Annual General Meeting (AGM), in strict accordance with legal guidelines and corporate governance principles. Effectively engage with the Management Team to ensure seamless coordination and execution of the meetings, which hold paramount importance in the corporate calendar. 7. Review and advice on legal documentation related to the business of the Company 8. Undertake a role of substantial authority in the realm of legal and corporate secretarial affairs, entailing the judicious management of personnel and resources within the department. Uphold the ethos of legality and regulatory compliance in all operational facets, fostering a culture of meticulousness and precision. 9. Examining material, publications, advertisements, etc for legal implications. 10. Update and maintain the confidentiality of all legal documents. 11. Provide advice on employment-related documents. 12. Assist in coordinating response and settlement of legal disputes. 13. Any other ad-hoc duties and assignments may be assigned by the directors. 	

May 2021 - Oct 2022 (1 year 6 months)	Senior Manager, Group Legal & Company Secretarial Tropicana Corporation Berhad Selangor, Malaysia	
	Industry	Property / Real Estate
	Specialization	Law/Legal Services
	Role	Company Secretary
	Position Level	Senior Manager
	Monthly Salary	MYR 12,500
	<ol style="list-style-type: none"> 1. Draft and review a range of commercial contracts (service agreement, sale and purchase of land/shares, tenancy, license agreement, project management agreement, hotel management agreement, collaboration agreement, shareholders' agreement, non-disclosure agreements, letters of award) and other legal documentation for the various requirement of the company and group. 2. Reviewed legal documents relating to financing and liaising with the relevant department (finance and corporate finance) to identify and assess legal risks involved. 3. Liaise and coordinate with external solicitors on legal matters involving the company and group. 4. Liaise with the relevant department in the company and group (procurement, project, finance) to identify and assess legal risks 5. Provide legal support to the company and group. 6. Assist Group Legal & Company Secretary to analyse and identify department risks and compliance risks and its implications and advise Group Company Secretary on possible risks. 7. To review resolutions drafted in compliance with agreements, terms of reference, constitution, companies act and all others relevant statutory laws. 8. To provide legal/opinion in respect of the contents of the resolutions and take the necessary measures to safeguard the interest of the Board of Directors and Company Secretary. 9. Assist Group Legal & Company Secretary to develop policies, creating metrics to track compliance and performing compliance audits. 10. To update Group Legal & Company Secretary on daily announcement on Bursa Malaysia, check e-compound on Companies Commission of Malaysia, share price movement, relevant authorities, MAICSA updates, corporate case laws and any other relevant to Company Secretarial. 11. To review all announcement before publishing to Bursa. 12. Serve as the focal point of contact with relevant authorities pertaining to Company Secretarial matters. 13. To review Tropicana Group of Companies Constitutions from time to time to ensure its relevancy to the latest changes of statutory laws. 14. To ensure Company Secretarial department functions in a legal and ethical manner while meeting its business goal. 15. To continue study on the development of statutory law changes within Malaysia and globally relevant to Company Secretary matters. 16. To undertake research in respect of all matters relevant to Legal & Company Secretarial. 17. Assist Group Legal & Company Secretary to assess the progression of the Company Legal & Secretarial department. 18. To oversees the smooth running of all meetings, complying to the meetings SOP and best practices. 19. Advice on compliance with legislation and regulations and update management on each point in law. 20. Advise on disputed matters and review cause papers to assess and best protect the interest of the company. 21. Train, mentor, and guide subordinates in their work deliverables and foster a harmonious working environment. 	

	22. To identify relevant trainings needs from time to time. 23. To prepare the necessary compliance note or memorandum for management approval. 24. To perform any other duties as assigned by the Group Legal & Company Secretary.	
Jan 2020 - Apr 2021 (1 year 4 months)	Assistant Vice President - Legal & Company Secretary NanoMalaysia Berhad Kuala Lumpur, Malaysia	
	Industry	Science & Technology
	Specialization	Nanotechnology
	Role	Others
	Position Level	Manager
	Monthly Salary	MYR 8,400
	Legal & Advisory <ul style="list-style-type: none"> • Provide advisory to Senior Management and business on legal strategy and risk issues associated with the company's business operations, regulatory, compliance, commercial transactions, and product review. • Provide solutions and mitigation to risk issues, possible breaches, and non-compliance • Provide advisory on litigation matters and recovery cases. • Collaborate and support another department/division in providing general legal advisory services to protect NMB's interest. Legal Drafting & Operations <ul style="list-style-type: none"> • Lead the legal operation activities including vetting, drafting, compiling, and ensure timely execution, submission, and filing of all legal documents/agreements to the relevant parties/authorities. • Establish good networks and databases of external lawyers for sourcing and selecting suitable and qualified external lawyers as panel solicitors for due diligence and project documentation. Corporate Secretarial <ul style="list-style-type: none"> • Ensure adherence to the process of preparation for Board meetings and Committee meetings by organizing and preparing agendas and papers. • Lead the process of taking meeting minutes, drafting resolutions, compilation and circulation of Board of Directors/Audit/Risk/Remuneration & Nomination papers to all members in a timely manner. Contribute to meeting discussions as and when required, and advising members related to legal and compliance matters. • Monitor maintenance of all company statutory records/registers and compliance with the latest Companies Act, with respect to all relevant statutes/regulations. Effective People Management <ul style="list-style-type: none"> • Ensure attraction, motivation, development, and retention of employees across all levels for smooth flow of daily operations while maintaining a high-performance culture. 	
Nov 2018 - Jan 2020 (1 year 3 months)	Assistant Vice President, Legal PROTECTHEALTH CORPORATION SDN. BHD. Selangor, Malaysia	
	Industry	Government / Defence

	Specialization	Law/Legal Services
	Role	Lawyer
	Position Level	Manager
	Monthly Salary	MYR 8,400
	<ul style="list-style-type: none"> • Provide advice, guidance, and information (where applicable) on matters pertaining to or relating to company policies, guidelines, and procedures to ensure that they are implemented accordingly. • Provide business units with timely legal counsel on all legal matters • Draft and review legal documentation: - <ul style="list-style-type: none"> a) Non-Disclosure Agreement b) Memorandum of Understanding c) Service Level Agreement d) Contracting d) Tender / Procurement in line with Ministry of Finance guidelines e) Agreement f) letter/terms of the agreement g) letters of intent • Coordinate and monitor services provided by external legal parties • Provide legal support to senior management in all legal, operational, and contractual matters • Attend and manage all Board of Directors' Meeting / Annual General Meeting • Monitor and updates relevant legislation as well regulatory environment and make recommendations to update current practice • Any ad-hoc projects as assigned 	
Jan 2016 - Nov 2018 (2 years 11 months)	Head, Legal & Compliance PASADANA SDN BHD Selangor, Malaysia	
	Industry	Law / Legal
	Specialization	Law/Legal Services
	Role	Management
	Position Level	Manager
	<ul style="list-style-type: none"> • Liaise with various departments, including HR, Marketing, Operation, Admin, Finance & Accounting, Audit, in designing appropriate controls and processes which best meet business requirements • Identify gaps in the area of operation of Debt Recovery Services, operation, audit, risk and legal framework or potential area of improvements by conducting audits on key business • Develop and upgrade standard operating procedures to reflect changes in operational needs • Conduct training on SOP and internal controls • Liaise with internal and external auditors and provide necessary assistance to them during their fieldwork such as gathering requested data • Conduct follow up of the implementation of internal audit recommendations • Assist to establish formalize and maintain a local risk assessment and monitoring covering all aspects of operations • Drafting and perusing all legal documents, contracts, offer, legal tender and etc • Provide legal support to senior management in all legal, operational, and contractual matters • Draft and review agreements/contracts and other legal documents from/to vendors, customers, and other industry-related matters 	

	<ul style="list-style-type: none"> • Implement accurate administration systems to document and record any changes/amendment made to manual/procedures in line with Bank Negara regulations and procedures • Ensure that the Company is compliant with Bank Negara regulations at all times • Handle corporate and legal matters • Monitor QA & Compliance with legalization/ regulators and bank covenants • Any ad-hoc projects as assigned 	
Dec 2014 - Jan 2016 (1 year 2 months)	Head, Legal Department EDUBEST RESOURCES SDN BHD Pahang, Malaysia	
	Industry	Mining
	Specialization	Law/Legal Services
	Role	Lawyer
	Position Level	Senior Manager
	Monthly Salary	MYR 5,000
	<p>Leadership role</p> <ul style="list-style-type: none"> • Provide leadership and ensure efficient and effective management of staff and resources in the Legal department. <p>Legal risk</p> <ul style="list-style-type: none"> • Review and provide legal advice on tender documents. • Review ongoing cases and advise management accordingly. • Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken. • Provide legal protection and risk management advice to management especially on contract management. • Provide and interpret legal information, conduct training, and disseminate appropriate legal requirements to staff. <p>Policy development</p> <ul style="list-style-type: none"> • Review and advise management on the legal implications of internal policies and procedures. • Review and draft contracts, agreements, and internal policies and ensure that they are in compliance with all statutory or legal requirements. <p>Litigation management</p> <ul style="list-style-type: none"> • Review the progress of outstanding litigation and liaise with and manage external lawyers. <p>Regulatory compliance</p> <ul style="list-style-type: none"> • Formulate compliance check-lists to be used for the purpose of ensuring that all information required is provided accordingly. • Continuously monitor compliance with statutory obligations and advise management accordingly. • Prepare monthly and quarterly reports for the department for executive management meetings. <p>Contract negotiation</p> <ul style="list-style-type: none"> • Review all contracts or any other documentation where the Company has committed itself and assess legal implications that need to be brought to the executive management's attention. 	

	<ul style="list-style-type: none"> • Prepare, review, and modify contractual instruments to assist and support various business activities. • Negotiate, review, and draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time. <p>Administrative duties</p> <ul style="list-style-type: none"> • Provide continuous leadership, supervision, training, and development of department staff ensuring an effective and motivated team. • Liaise with the HR department in conducting performance appraisals and ensure competency and training gaps are addressed. 	
Dec 2013 - Dec 2014 (1 year 1 month)	Senior Executive, Legal & Secretarial Payments Network Malaysia Sdn Bhd Kuala Lumpur, Malaysia	
	Industry	Banking / Financial Services
	Specialization	Law/Legal Services
	Role	Legal Assistant/Paralegal
	Position Level	Senior Executive
	Monthly Salary	MYR 3,100
	<ul style="list-style-type: none"> • To draft and prepare legal opinions and legal documents upon instruction for internal usage. • To review and confirm documents from a legal perspective upon request or instruction which includes but not limited to conducting research, document review, confirmation of facts, and information. • To attend all Board and Board related committee meetings of the Company and its Group of Companies and to peruse and review all draft minutes. • To be able to advise on Company Secretarial matters and legislations with regard to the Company's Act. • Identifies and specifies ways that management can preserve and protect the company's intellectual property rights (copyrights, patents, trade secrets, trademarks, etc.) • Provide advice and guidance regarding periodic inventories of MEPS intellectual property assets and assists with the legal aspects of negotiations. • Represents MEPS in all legal and regulatory proceedings related to intellectual property including court appearances, preparation of court documents, and applications to government agencies 	
Apr 2013 - Dec 2013 (9 months)	Executive, Site Acquisition Support U Mobile Sdn Bhd	
	Industry	Telecommunication
	Specialization	Law/Legal Services
	Role	Legal Assistant/Paralegal
	Position Level	Senior Executive
	Monthly Salary	MYR 2,800
	<ul style="list-style-type: none"> • To support on Tenancy Agreement submission. • To review and negotiate new Tenancy Agreement clauses and related matters with internal Site Acquisition team and Site Landlord. • To ensure all Letter Of Offer and Tenancy Agreement are send for stamping and returned to PIC / Landlord. • To draft legal letter/document and giving legal advice. • To ensure Change Of Ownership site are done with Security Deposit transferred/refund. 	

	<ul style="list-style-type: none"> To prepare and consolidate weekly report related to Tenancy Agreement/Site Acquisition Support. 	
Aug 2011 - Feb 2013 (1 year 7 months)	Executive Technology Park Malaysia Corporation Sdn. Bhd	
	Industry	Government / Defence
	Specialization	Law/Legal Services
	Role	Legal Assistant/Paralegal
	Position Level	Junior Executive
	Monthly Salary	MYR 2,678
	<ul style="list-style-type: none"> To draft, peruse, vet, review and advise on all Tenancy Agreements, MOU's and other Corporate Agreements To attend and advise on all Industrial Relation and Litigation cases Responsible for the proper documentation and filing system of contracts and agreements To prepare and submit to the Head of Department the Monthly Report / Status Report on all activities / jobs done for each particular month To liaise and work together with external lawyers / legal advisors on all legal issues involving the Group To undertake other special tasks as and when necessary as instructed by the immediate superior and management members 	
Mar 2011 - Jul 2011 (5 months)	Executive Gleneagles Intan Medical Centre	
	Industry	Healthcare / Medical
	Specialization	Training & Development
	Role	Training & Development
	Position Level	Senior Executive
	Monthly Salary	MYR 2,300
	<ul style="list-style-type: none"> Assist the Manager to plan, develop and organize in house training programmes, as required / identified. Update and maintain the GIMC gallery. Maintain and update departmental reports / records / statistical data for administrative and regulatory purposes. Manage the Hospital's Human Resources Development Fund as to keep track of the HRDF monthly levy payment, training grant application and reimbursement. Assist the Manager to manage follow up / feedback sessions with HODs / employees, for external / internal training programmes attended. Assist in the monthly New Employee Orientation Programme. Maintain and update the External Training Approval Database. Manage and coordinate all industrial trainee attachments. Manage and coordinate all post basic applications for employees. Prepare bond agreements for employees before commencement of training. Liaise with all external training providers with regards to introducing programmes for the Hospital. 	
Feb 2010 - Feb 2011 (1 year 1 month)	HUMAN RESOURCES/LEGAL EXECUTIVE ORIENTAL CAPITAL ASSURANCE BERHAD	
	Industry	Insurance

	Specialization	Law/Legal Services
	Role	Legal Assistant/Paralegal
	Position Level	Senior Executive
	Monthly Salary	MYR 2,300
	<ul style="list-style-type: none"> Assists in the company's legal matters for the smooth operation of the legal functions of the company and its subsidiaries with emphasis on corporate matters. Responsible for the company's legal matters, such as preparation of contracts, agreements, and other related documents in relation to the business processes and other related business of the company. To advise on the company's group corporate activities and legal aspects of various types of operational and strategic agreements as well as banking and conveyancing type transactions for the Group. To conduct research work and preparing legal opinions for the company on matters arising from and affecting the company from time to time. To conduct meetings and provide advice on matters in relation to legal, acts, and regulations. To act as a liaison for any legal or contractual matters with government, bankers, customers, contractors, and external solicitors to ensure legal compliance and all risks are managed. <p>Recruitment</p> <ul style="list-style-type: none"> Coordinates negotiate and liaise with employment and advertising agents on service fee, advertisement recruitment, and interview schedules. Conducts interviews up to Senior Executive levels. Arranges interviews for management levels. Prepares Letter of Offer to selected candidates and Letter of Rejection to unsuccessful candidates. Occasionally sources for freelance designers within a short notice and places them appropriately. Conducts exit interview <p>Training</p> <ul style="list-style-type: none"> Conducts orientation program for new employees Coordinates and liaises with external Consultants on employees' training needs and arranges training schedules for employees. Evaluates the effectiveness of the respective training programs by obtaining feedback from employees. <p>Welfare</p> <ul style="list-style-type: none"> Attends to employees' grievances and complaints; provides guidance if necessary. Provides feedback to the management to enhance a better and cordial working environment. Organizes corporate events such as company's dinner, corporate trip, family day, etc <p>HR Administration</p> <ul style="list-style-type: none"> Reviews, updates and maintains proper filing of insurance policy, HR handbook, company doctors' list, performance appraisal form, and training schedules. Assists Accountant in planning and preparing annual headcount reports and updating the organization chart. Reviews compensation and benefits up to junior designer level. May need to draft an agreement/contract to overseas and local 	

	freelancers.	
	Human Resource Management <ul style="list-style-type: none">• Involves in yearly manpower planning and expansion.• Takes charge of HR consultancy projects by appointing HR Consultants for specific HR projects and coordinates with department heads and HR Consultants on respective projects.• Conducts interview for management level.• Assists in drafting out the Annual Letter and Promotion Letter.• Administers the HR procedures are adhered to.• Handles monthly payroll and yearly EA forms for employees.• Manages and appraises subordinates' performance and their career advancement.• Proposes year-end salary increment to MD.	
Feb 2005 - Dec 2005 (11 months)	RECEPTIONIST CUM CUSTOMER SERVICE KINOKUNIYA BOOKSTORES (M) SDN BHD	
	Industry	Retail / Merchandise
	Specialization	Sales - Retail/General
	Role	Management
	Position Level	Fresh / Entry Level
	Monthly Salary	MYR 1,600
	<ul style="list-style-type: none">• Handle general administrative duties.• Prepare marketing kits, marketing reports, mailshots & property details.• Data entry, update, and maintain database and listings.• Maintain a proper filing system of all admin documents, invoices, and related documents.• Implement initiatives to improve work conditions.• Manage the reception area, answer calls, distribute incoming faxes, attend to general inquiries.• Assist in placing advertisements for the sales team.• Ad-hoc duties as assigned.	
Education		
2023	Putra Business School Master's Degree in Business Studies/Administration/Management Malaysia	
	Major	Corporate Governance
	Grade	On-going
	Putra Business School presents this programme to cater to the needs of top managers focusing on corporate governance and business management. With this programme, Putra Business School (PBS) graduates will be awarded a PBS MBA degree and are also eligible to become graduate members of MAICSA (Malaysian Institute of Chartered Secretaries and Administrators), subject to terms and conditions.	
2009	Cardiff University Bachelor's Degree in Law United Kingdom	
	Grade	Grade A/1st Class
Skills		

Advanced	Communication skills, Bookkeeping, Planning / Event Planning, Negotiation Skills, Drafting Contract, Customer Service Skills, Technical Skills, Initiative and problem-solving abilities	
Intermediate	Data Analysis, UBS Payroll	
Languages		
<i>Proficiency level: 0 - Poor, 10 - Excellent</i>		
Language	Spoken	Written
Bahasa Malaysia	10	10
English	10	10
Mandarin	1	1
Additional Info		
Expected Salary	MYR 15,000	
Preferred Work Location	Anywhere in Malaysia, Australia & New Zealand, Europe	
Other Information		
PERSONAL TRAITS Sharp analytical mind and problem solving skills Fast learning capabilities Self discipline, a team-player and highly motivated Able to lead and improvise Go extra length for customer satisfaction Demonstrate personal integrity in order to work multitasking and prioritize time well. Able to take initiative High commitment in work Details orientated Good customer-relations background Effective and excellent communication/Interpersonal skills Fast learner and able to work under pressure to meet deadlines		
About Me		
Gender	Female	
Age	36 years	
Telephone Number	(+60) 607-2173160	
Address	No.9, Jalan Serenia Amani 5/5, Taman Serenia Amani, 43900, Sepang, Selangor, Malaysia	
Nationality	Malaysia	
Permanent Resident	United States	