

**Private & Confidential**

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**CURRICULUM VITAE**  
**OF**  
**NOR SHAKIRA BINTI ZAINAL**

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**2023**

**A) GENERAL INFORMATION**

Name : Nor Shakira Binti Zainal

Date of Birth : 24 January 1985

Nationality : Malaysian

Marital Status : Single

Education : 1. Master in Criminal Justice, 2012  
(University Malaya)  
CGPA: 3.17  
2. Bachelor of Laws (Honours), 2008  
(International Islamic University Malaysia)  
CGPA: 3.481

Working Experience : >14 years

Specialization : Legal and Contract Management

Current Employment : Senior Manager, Legal and Contract

Industry Experience : 1. Government's Projects  
2. Construction and Housing  
3. Port  
4. Energy and Utilities

Working Experience in Government, Private Practice and Conglomerate Company : 1. Government Sector (Attorney General's Chambers)  
2. Private Sector  
(a) Legal Practitioner  
(b) In-House Legal Advisor  
(c) Contract Manager

Arbitration Experience : Construction Projects  
Energy and Utilities Projects

Litigation Experience : 1. Construction Projects (managing litigation files)  
2. Energy and Utilities Projects (managing litigation files)

Achievement : 1. University  
(a) International Islamic University Malaysia  
Top 5 Graduating Students for 25<sup>th</sup>  
Convocation Semester I, 2008/2009;  
(b) Dean's List Semester II, 2005/2006;  
(c) Dean's List Semester I, 2007/2008; and  
(d) Dean's List Semester II, 2007/2008.

2. Attorney General's Chambers
  - (a) Surat Penghargaan (Appreciation Letter), 2012; and
  - (b) Anugerah Perkhidmatan Cemerlang (Excellence Service Award), 2013.
3. Public Private Partnership Unit, Prime Minister's Department  
Accelerated Leadership Program for Young Talents (TalentX) 2013 (a special program designed for young talented officers groomed to be the next future leader in the Government's service).
4. Malakoff Corporation Berhad  
Malakoff Talent Pool 2020 (*for succession management program*)  
Selected based on achievements, performance and contributions to the company i.e. employees that are potentially capable of meeting future organizational needs.

- Skill and Strength : 1. Skills
- (a) Legal Research;
  - (b) Legal Opinion Writing;
  - (c) Drafting and Vetting legal documents;
  - (d) Negotiation of Contracts;
  - (e) Interpretation of Laws; and
  - (f) Conducting Training.
2. Strengths
- (a) Approachable, friendly, helpful and humble in dealing with colleagues and superiors;
  - (b) Hardworking, responsible, fast learner, passionate and career driven person;
  - (c) Independent and resourceful;
  - (d) Critical thinking and able to analyse risks in holistic manner (to consider commercial, financial and legal risks in providing legal advice);
  - (e) Keen towards saving the company resources in every possible way; and
  - (f) Experience, exposure and knowledge gained over 14 years of employment with public and private practice.

- Language Proficiency : 1. English (Written & Spoken) : Excellent
2. Malay (Written & Spoken) : Excellent

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Tenteram 30/23, Taman  
Impian Sutera, 40460 Shah  
Alam, Selangor

**B) SUMMARY OF EXPERIENCE**

A meticulous and experienced professional with more than 14 years of experience in legal field with close to 5 years' experience in contract management, in both public and private sectors with wide range of working experience in different industries.

**C) EMPLOYMENT HISTORY, PROFESSIONAL CAREER & EXPERIENCE**

**1. Public Service**

Name of Organization : Attorney General's Chambers ("AGC")  
Duration : February 2009 to April 2014  
Designation : Federal Counsel  
Reporting to : A. Advisory Division  
Head of Advisory Division, Deputy Head of Advisory  
Division and Head of Land, Local Authority and  
National Special Committees' Unit  
B. Public Private Partnership Unit  
Director of Legal Section  
Public Private Partnership Unit (3PU)  
Prime Minister's Department

**Main Duties/ Responsibilities**

- (a) Conduct legal research and write legal opinions on issues in relation to:
  - (i) land, local authority and national special committees; and
  - (ii) privatisation/ pre and post contract issues;
- (b) Negotiate, draft and/or vet and finalise legal documents such as privatisation/ concession agreements, facilitation fund agreements, tenancy agreements, lease agreements and memorandum of understanding;
- (c) Attend and provide legal advice in meetings;
- (d) Handle/ organize AGC's courses; and
- (e) Assist the division or unit on administrative matters from time to time.

## **2. Private Practice**

### **2.1 Zul Rafique & Partners**

Duration : 2<sup>nd</sup> May 2014 till 31<sup>st</sup> October 2016

Year of Admission : 2014

Designation : Legal Associate

Reporting to : Equity Partners and Salary Partners,  
Corporate Construction & Infrastructure

#### **Main Duties/ Responsibilities**

- (a) Conduct legal research and write legal opinions on issues in relation to:
  - (i) corporate construction & infrastructure;
  - (ii) corporate commercial; and
  - (iii) housing projects;
- (b) Negotiate, draft and/or vet and finalise legal documents such as share sale agreements, power purchase agreements, joint venture agreements, concession agreement, construction agreements, project management agreement and memorandum of understanding;
- (c) Attend and provide legal advice in meetings; and
- (d) Assist partners on administrative matters from time to time.

### **2.2 Zelan Berhad (part of MMC Group)**

Duration : 1<sup>st</sup> November 2016 till end of March 2017

Designation : Legal Manager

Reporting to : Head of Legal Department

#### **Main Duties/ Responsibilities**

- (a) Monitor arbitration and litigation files including but not limited to decipher information gathered from technical & finance departments;
- (b) Negotiate, draft and/or vet and finalise legal documents such as non-disclosure agreements, confidentiality agreements and settlement agreements; and
- (c) Assist Head of Legal on administrative matters from time to time.

Note: Kindly be informed that I was appointed as Legal Manager in Zelan Berhad. I served them for approximately 5 months before being assigned to PTP (as hereinafter defined) in Johore, after being persuaded by MMC Headquarters. My main assignments in PTP are to assist legal department to close all pending files and be responsible to all property and commercial related matters. I have also been assigned by the same to analyse all legal issues encountered by PTP and help to resolve the same without affecting the business of the Company. Hence, my short stint in Zelan Berhad.

### 2.3 **Pelabuhan Tanjung Pelepas Sdn Bhd (“PTP”) (part of MMC Group)**

Duration : 3<sup>rd</sup> April 2017 till 2<sup>nd</sup> February 2018

Designation : Legal Manager

Reporting : Head of Legal Department  
to

#### Main Duties/ Responsibilities

- (a) Conduct legal research and write legal opinions on issues in relation to:
  - (i) land issues; and
  - (ii) pre and post contract issues;
- (b) Negotiate, draft and/or vet and finalise legal documents such as letters, notices, standard template agreements, settlement agreements, lease agreements, tenancy agreements, hire-purchase agreements, non-disclosure agreements, confidentiality agreements and memorandum of understanding;
- (c) Attend and provide legal advice in meetings;
- (d) Attend negotiations for settlement of disputes; and
- (e) Assist Head of Legal on administrative matters from time to time.

### 2.4 **Malakoff Corporation Berhad (“MCB”) (part of MMC Group)**

Duration : 5<sup>th</sup> February 2018 till present

Designation : Manager, Contract Management (*part of Legal and Contract Department, MCB*) (from 5<sup>th</sup> February 2018 until 31<sup>st</sup> December 2021)

Senior Manager, Legal & Contract (from 1<sup>st</sup> January 2021 to present)

Reporting : SVP, Corporate Services Division & Head of Legal  
to and Contract

## Main Duties/ Responsibilities

- (a) Conduct legal research and write opinions on pre and post contract issues;
- (b) Develop standard template and standard contracts for MCB;
- (c) Negotiate, draft and/or vet and finalise, tender documents, agreements for projects, all procurement related matters (operation and maintenance), financing and leasing of endpoint device;
- (d) Attend and provide advice in meetings on pre and post contract issues;
- (e) Attend negotiations for settlement of disputes and draft settlement agreement; and
- (f) Conduct in-house trainings for templates developed & contract issues.

## D) **SUMMARY OF PROJECTS UNDERTAKEN**

- 1. Bandar Malaysia project;
- 2. Mass Rapid Transit project;
- 3. Land swap projects;
- 4. Port privatisation projects;
- 5. Supply of pharmaceutical products to the Government;
- 6. Amendment to the National Land Code 1965;
- 7. Water restructuring project;
- 8. Standard agreements, letters and notices such as lease and tenancy agreements;
- 9. Mix land development project in Sarawak;
- 10. Administration centre/building for Federal and State Governments' project;
- 11. Build – Lease – Maintain – Transfer (BLMT) projects;
- 12. Land development projects;
- 13. Sale and purchase of lands;
- 14. Hospital support service;
- 15. Share sale transactions;
- 16. Corporate exercise (for e.g. amending Articles of Association, board circular resolution, members' circular resolution);
- 17. Joint venture projects (incorporated and unincorporated);
- 18. System development & refurbishment of equipment project;
- 19. Housing project i.e. PR1MA;
- 20. Revision of PTP's standard terms and conditions of business;
- 21. Revision of Health, Safety and Environment ("HSE") Guidelines; and
- 22. Revision of HSE General Guidelines to be published at the company's website for clients' reference;
- 23. Developing MCB's standard template for pre-qualification exercise and tender exercise;
- 24. Developing MCB's standard contracts for procurement related matters (*such as works, supply of goods, manpower supply/general services, consultancy services, disposal of goods etc.*);
- 25. REPPA and PPA;
- 26. EPCC;
- 27. Renewable energy projects i.e. solar, hydro & waste to energy;

28. Concession Agreement;
29. Revision of MCB's general terms and conditions;
30. Revision of MCB's existing policies and procedures;
31. ASEAN Sustainable SRI Sukuk Murabahah;
32. Concession Agreement; and
33. Endpoint device lease agreement.

**E) REFERENCES**

[TBA]

**F) MISCELLANEOUS INFORMATION**

1. Remuneration

- |                                 |   |  |
|---------------------------------|---|--|
| (a) Current Basic Remuneration  | : | Basic Salary: RM15,106.00<br>Allowances: RM2,220.00 (car,<br>travelling and utility) |
| (b) Expected Basic Remuneration | : | 30% increase for current salary  |

2. Required Notice Period

3 months

[END]