



PROFILE

A highly motivated person consistent in seeking opportunity and challenges to develop self and skills. With much experience as High Court of Malaya Advocate & Solicitor and a Senior Associate Member, Chartered Institute of Islamic Finance Professionals. The skills and experience possessed will be an asset to any organization that looking for competent employee to add to the organization. With 10 years of experience and background, it is evidence that, the desire to always push self to explore other areas in pursuance of enriching talent and experience.

EDUCATION

- INCEIF University, Malaysia
Masters in Islamic Finance Practice 2021
- Universiti Teknologi MARA, Malaysia
Bachelor of Law, 2011
Bachelor of Legal Studies, 2010
Diploma in Public Administration, 2007

CONTACT

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sitisarahnadiah@gmail.com

LANGUAGE

Malay (native language)

English

SITI SARAH NADIAH BINTI SULIMAN

LEGAL MANAGER

PROFESSIONAL EXPERIENCE

Destini Berhad, Legal Manager

2020– Current

Reviewing and provide legal advice on tender documents

Reviewing ongoing cases and advice management accordingly

Liaising with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.

Providing legal protection and risk management advice to management especially on contract management.

Providing and interpreting legal information, conduct training, and disseminate appropriate legal requirements to staff.

Reviewing and drafting contracts, agreements, and internal policies and in compliance with all statutory or legal requirements.

Reviewing 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.

Preparing and reviewing contractual instruments to assist and support various business activities.

Assisting SVP Legal in managing all aspects of legal affairs of the company and its subsidiaries locally and abroad, in which the core businesses are aviation, shipping, rail, oil & gas and defense industry including litigation and arbitration, corporate exercise, banking and commercial transactions.

Bayanat Fintech Sdn Bhd, HR cum Legal Manager

4/2018-10/2018

Managed the overall administration, coordination and evaluation of human resource plans and programs are realized.

Head of the legal function of the company and align with business in creating the most efficient and reliable legal affairs and compliances related to the organization.

Liaised with foreign monetary regulators (Monetary Authority of Singapore & US Securities Exchange Commission) to ensure that the core business of the company to be in compliance with the law.

Drafted subscription of shares and shareholders agreement.

Drafted company resolution pertaining to shareholding of the company.

Liaised with the company secretary and regulators to ensure the legal affairs of the company in compliance with the business/ corporate legislation.

Liaised with external lawyer (local/ foreign) to ensure that the company meet the necessary governmental and regulatory requirements.

Trevor George Partnership, Senior Legal Associate

9/2017-2/2018

Head of the litigation team (under Civil & Commercial and Employment & Industrial Relations Practice Group) in all work matters, and to report directly to the Partners on the same, including the supervision, organizing and coordinating the Master (Court) Diary, organizing and planning the research, drafting and completion of work, datelines for filing of pleadings, affidavits and submissions for court-matters, cases and/ or other work.

Arifin & Partners, Legal Associate

1/2012-9/2017

Drafted and preparing pleadings and other civil litigation documents.

Conducted research and collecting evidence required for civil litigation cases.

Gathered data from clients and analyzing them for case presentation.

Attended court hearing on behalf of the clients.

Coordinated with lawyers, and court officials as necessary for litigation.

Filed and maintained litigation documents.

Planned and arranged settlements outside the court.

Rendered advices to various financial institutions (Islamic and conventional) on regulatory and legal issues

SKILLS

- Litigation
- Arbitration
- Mediation
- Due Diligence
- Legal Research
- Contract Law
- Contract Negotiation
- Corporate Law
- Corporate Governance
- Labor & Employment Law
- Legal Writing
- Mergers & Acquisition
- International Law
- Islamic Finance
- Banking Law

REFERENCE

Upon request