



RESUME

AHMAD SYAHMAN BIN ISHAK

Experience

2019–Current

Legal Manager • **SHAPADU CORPORATION SDN BHD**

Shapadu Group is a homegrown company which traces its roots back to 1972 has been involved in key growth sectors, which include Oil & Gas Division, Properties Division, Logistics Division, Security Services Division, Hospitality, and Investment.

- Head of Legal for Shapadu Group of Companies which reporting directly to Group Chief Human Capital & Share Services and Group Chief Executive Officer.
- To assist all Head of Business Units of Shapadu Group of Companies in legal matters.
- To examine and review any Agreement/Contract/Policy before proceeding with Director's execution.
- Leading the drafting process of any Contracts or Agreement whenever needed by Shapadu Group of Companies.
- Reevaluate the Company's existing commercial contracting forms and legal contracts. To create new commercial forms and contract (if necessary) for future use.
- Leading the negotiation/discussion process with panel lawyers and 3rd party lawyers.
- To provide legal opinion/advice when required by the top management and/or Director in any legal matters.
- To prepare proposals on legal issues for top management reviews before approval by the Director.
- To lead and guide on the preparation of Yearly Budget for legal department at the end of the year for presentation to top Management.
- In charge of the preparation of legal case report for review by General Manager and other superior officer.
- Provide legal assistance and guidance to the HR Department especially on creating new/revising company policies, employment matters and other HR



Residensi Sg. Purun,
Semenyih, 43500
Selangor



+6019-4010958



syahman.wa8831m@
gmail.com



www.linkedin.com/in/a
hmad-syahman-ishak-
801970180

Area of Practice

- Legal Advice & Legal Research
- Legal Compliance
- Contract Law
- Contract Management
- Commercial Litigation
- Mediation
- Dispute Resolution
- Corporate Law
- Labor & Employment Law
- Industrial Relations
- Hospitality (Hotel industry)
- Oil & Gas
- Logistics
- Properties (Conveyancing)
- Security Services
- Investment

relating matters.

- To keep abreast of the latest amendment of relevant Acts and procedures to ensure company policies are concurrent with latest law.
- Provide support to COSEC and Secretarial Departments when requested.
- Oversee and provide guidance to legal staff in daily work.
- To train existing staff in documenting, categorizing, organizing, and keeping all the legal documents securely and updated.

2017–2018

Lawyer • Partner • **Messrs. Akmal Shamsul Kahar & Co. (ASKCO)**

In charge of the Contract and Litigation Department and working closely with other partners in Corporate Governance and Properties.

2014–2017

Lawyer • Legal Assistant • **Messrs. Omar, Affandi & Teh (OAT)**

In charge of Litigation, Properties, Hire Purchase and Criminal Department with minimal supervision by Partner. Reporting directly to Managing Partner and Owner of the Firm. Worked both at Alor Setar Branch and at Main Office in Kuala Lumpur.

2013–2014

Pupil in Chamber & Legal Associates • **Messrs. Aziz Hassan & Co. (AHCO)**

Assisting Legal Assistant and Partner together with the Owner of the firm in Conveyancing and Civil Litigation.

2014

Called to Malaysian Bar and admitted as Advocates & Solicitors.

Computer Skills

MS Office: -

- Word
- Excel
- PowerPoint
- Outlook
- OneNote



Google Drive: -

- Docs
- Sheets



Video Meeting & Communication: -

- Zoom
- Google Meet
- Discord
- Facetime
- Teams
- WhatsApp



Language Skills

Bahasa Malaysia: -

- Speaking
- Writing



English: -

- Speaking
- Writing



Education

2008-2013

International Islamic University Malaysia (IIUM), Gombak, Selangor

- Bachelor of Laws (Honours) – CGPA 2.83

2006-2007

Sultan Abdul Hamid College (SAHC), Alor Setar, Kedah

- STPM – CGPA 3.67

2005

Sek. Men. Keb. Tengku Laksamana, Alor Setar, Kedah

- SPM – 4A 3B 4C

2003-2004

Sek. Men. Jenis Keb. Keat Hwa, Alor Setar, Kedah

- PMR – 5A 3B