

MASHITA BINTI YUNOOS



Age : 35
Marital Status : Married
Nationality : Malaysia
Date of Birth : 3rd July 1988
Contact Number : +60194360064
Email : mashitayunoos@gmail.com

I aspire and excel in the area of client management, implementation of companies business plan to drive the business growth, developing and negotiating strong business relationship and sales representatives able to effectively establish rapport with clients.

Beside with my permanent job experiences, I have 3 years of dynamic sales experience in unit trust as my side job. I am holding FIMM license and Shariah Registered Financial Planner license. Currently, I have around 100 clients with total around RM1.5 millions AUM in unit trust product.

Additionally, with my legal background skills, I have experienced in vetting and negotiating with clients on the terms of the agreements.

Complementing my technique, knowledge and experience, I have also been involved in presentations to clients and developed soft skills in engaging with existing clients to retain and growing dedicated portfolio of clients.

RELEVANT EXPERIENCES

Company Name : **AmFunds Management Berhad**
Position : Manager, Product Development Business Support
Specialization : Investments
Duration : December 2022 – June 2023

- Review documents for Collective Investments Schemes and Private Retirement Schemes to ensure the guidelines by Securities Commission and Capital Market Services Act are implemented.
- Review unit trust documents such as deed, prospectus, information memorandum etc.
- Prepare board papers for new products and/or changes in products.
- Conduct meeting with other departments for due diligence, operational readiness, fund briefing in order to get sign-off from respective departments.
- Coordinate with multi-functional team to manage the ongoing business.
- Prepare and conduct unit holders meeting for investors.

Company Name : **Personal Banc Berhad**
Position : Relationship Manager
Specialization : Investments
Duration : January 2022 – December 2022

- Acquire and foster relationships with high net worth customers/investors with the objective of generating revenue.
- Prepare and pro-actively execute sales plans and doing marketing activities in engaging potential investors.
- Foster investors relationship by adopting an advisory role to provide value added services.
- Provide after sales service to strengthen relationships and ensure consistent delivery.
- Ensure customer loyalty and promote brand identity by providing excellent customer service through regular contact with investors, keeping abreast of latest updates and conducting reviews on usage of our range of products.

Company Name : **Deutsche Trustees Malaysia Berhad (supported by Deutsche Bank)**
Position : Manager, Client Management
Specialization : Trustee Services and Banking
Duration : October 2017 – July 2021

- Ensure the effective implementation of ongoing service improvement initiatives in response to clients' needs, whilst supporting the achievement of the company's objectives.
- Coordinate with multi-functional team to manage the ongoing business.
- To manage and report on the progress of the sales to upper management on quarterly update reports.
- Review legal documents for Collective Investment Schemes and Private Retirements Schemes to ensure that Guidelines by Securities Commission, Capital Market Services Act (CMSA) and Personal Data Protection Act are complied.
- Providing proactive service agreements to customers such Letter of Undertaking, Fund Accounting Agreement, International International Swaps and Derivatives Association (ISDA) Agreement, FX Confirmation, Currency Administration Agreement and etc.
- Ensure all legal documents are aligned and updated accordance to CMSA, related Guidelines from Securities Commission and other statutory policy changes.
- Complete all clients' Due Diligence Questionnaires.
- Prepare Board Meeting Papers and assist CEO in completing CEO's presentation for Board Meeting and reporting.
- Looking for opportunities to improve the service efficiency as well as responding to complex queries.
- Conduct regular clients reviews from a service delivery perspective.
- Responsible for retaining and growing a dedicated portfolio of clients.

Company Name : **Hong Leong Islamic Bank (HLISB)**
Position : Assistant Manager, Legal
Specialization : Corporate and Islamic Banking
Duration : July 2014 – October 2017

- Assisted on drafting and vetting legal documents for consumer banking such as review financing document for Consumer Banking to ensure that Guidelines by Bank Negara Malaysia (BNM) / Islamic Financial Services Act 2013 (IFSA) / Personal Data Protection Act (PDPA) were complied and incorporated.
- Provided support on drafting and vetting legal documents to Wholesale Banking.
- Assisted on developing single facility agreement for Corporate Banking encompassing all products.
- Updated Wholesale Banking documents when required.
- Provided legal support to other relevant departments of the bank.
- Ensured all legal documents were aligned and updated accordance to IFSA, latest Guidelines & Policy issued by BNM and other statutory policy changes.
- Attended to appointment of solicitors, legal suits, court orders, complaint resolution (from Contested Litigation Claims/ Persatuan Pengguna Islam Malaysia /BNM Complainants).
- Conducted research relating to legal on various areas of laws including stamp duties, conflict of laws, financing, bankruptcy, foreign investment, land matters and others.

Company Name : **Shook Lin & Bok**
Position Title : legal Associate
Specialization : Corporate, Conveyancing and Islamic Banking
Duration : February 2013 –July 2014

- Conducted legal research on various areas of law including probate, stamp duties, conflict of laws, acquisition of shares, foreign investment, land matters and others.
- Involved in due diligence for merger and acquisition of company.
- Assisted partners in drafting facility agreements, deeds of receipt and reassignment, service agreements, sale and purchase agreements, security/transaction documents, letters of undertaking, legal opinions and others.

- Performed court duties for legal associates such as file search, filing of submissions, case managements and attend court hearings.
- Participated in meetings and signing session together with Partners.
- Represented vendor and purchaser in various sale and purchases for real estate.
- Assisted in transcribing and translation for extraction of notes of evidence.

Company Name : **Abdullah Chan**
 Position Title : Pupil in Chambers
 Specialization : Corporate law
 Duration : Jun 2012 – December 2012

Company Name : **Gideon Tan Razali Zaini**
 Position Title : Pupil in Chambers
 Specialization : Litigation
 Duration : March 2012 – Jun 2012

EDUCATION BACKGROUND

Bachelor of Laws (Hons.) 2010-2011
 Universiti Teknologi Mara, Shah Alam
 CGPA 2.96

Bachelor of Legal Studies (Hons) 2007-2010
 Universiti Teknologi Mara, Shah Alam
 CGPA 2.82

Foundation of Law 2006-2007
 Universiti Teknologi Mara, Shah Alam
 CGPA 3.5

EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS

Activities:

- Attend AIBIM Law Seminar (ALAS) : Islamic Financial Service Act 2013 (2015)
- Represent HLIB in Bursa Bull Charge Run 2015, came in 8th place.
- Participate in NST-Universiti Teknologi Mara (UITM) Journalist On Campus Project (2010-2011)
- Participate in Workshop on Evidence (2010)
- Participate in the Dean's Cup Challenge: Interpart Mooting Competition (2010)
- A Committee member responsible for organizing Ad-hoc Intervarsity Mooting Competition(2010)
- Member of Environmental Law Club (2009)
- Participate in Law and Dining Etiquette(2009)

Leadership Experience:

- President of Public Relation, Moot Club.
- President of Publicity, Mooting Workshop.
- High Committee, Law Society Club.
- High Committee, Debate Club.

REFERENCE

Name : En. Jalalullail Othman
 Position : Senior Partner
 Company : Messrs. Shook Lin & Bok
 Contact No. : 03-2031 1788
 E-mail : jal@shooklin.com.my

*other reference will be made available upon request