

**MUHAMMAD SHAFIQ BIN ROSLI**

Bangi Avenue, 43100 Kajang Selangor.

Email: [muhdshafiqrosli@icloud.com](mailto:muhdshafiqrosli@icloud.com) • Tel: **+6019-339 7963** (Mobile)

Dear Sir/Madam,

I am Muhammad Shafiq bin Rosli and I am writing to express my interest in joining your esteemed company as one of your Legal Counsel. Currently I am working as a Manager, Legal & Secretarial at TERAJU Bumiputera Corporation and I would like to continue my journey and gain experience with your company.

As reflected in my resume, I have good leadership skills and able to work individually or in a team. My flexibility in working allows me to work in any office environment without any trouble to adapt. I have ability to learn new procedures quickly and efficiently with excellent comprehension. My experience handling few events gives me the ability to make decision under stressful conditions that require quick thinking and problem solving skills. These qualities I believe would put me in a position to be of effective and beneficial service to your company.

I sincerely hope that you will consider my application and I look forward to hearing from you. My contact details and further information are attached to this letter. Thank you.

Best Regards,  
Muhammad Shafiq bin Rosli



**Muhammad Shafiq bin Rosli**

Bangi Avenue, 43100, Kajang, Selangor Darul Ehsan.

Email: [muhdshafiqrosli@icloud.com](mailto:muhdshafiqrosli@icloud.com) • Tel: **+6019-339 7963** (Mobile)

Nationality: Malaysian • IC No: 890623-14-5407 • Gender: Male

Age: 33 • Marital Status: Married • Height: 170cm • Weight: 70kg

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### PROFILE HIGHLIGHT

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- Possessed a Bachelor of Law (Honours), University of Hertfordshire in United Kingdom.
- Detail oriented, efficient and organized.
- Demonstrate strong leadership skills, able to speak and write in Malay and English proficiently.
- Able to work under pressure and meet tight deadlines, Can easily adapt with any work environment and a fast learner.
- Able to work in team or individually in any office environment and outdoor sites.

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### WORK EXPERIENCES

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*January 2023 – Present*

**Manager, Legal & Secretarial**

TERAJU Bumiputera Corporation

- Contract Management
  - Drafting, Vetting, Managing Contracts
- Legal Opinions
  - Advising Management on any issue that required Legal advice
- Corporate Secretarial
  - Preparation of Notice, Agenda
  - Board Paper compilation
  - Secretariat:
    - TERAJU Board of Trustee
    - Annual General Meeting (AGM) TERAJU
    - Majlis Kemakmuran Bumiputera
    - Jawatankuasa Pemandu Majlis Kemakmuran Bumiputera
    - Jawatankuasa Khas Agenda Bumiputera GLC & GLIC

- Others
  - Committee for Dana Kemakmuran Bersama (DKB)
  - Committee for CSR Program (Corporate Services)

*February 2022 – January 2023*

### **Manager, Legal & Compliance**

MTU Power System Sdn. Bhd.

- Head of Legal Department
  - Spearhead of MTU Legal & Compliance Division
- Drafting, Vetting & Managing Agreements / Contracts
- Legal Opinions
  - Advising the Management on legal perspective as requested
- Special Project PIC
  - Service Partner Selection
- Industrial Relations
  - Assisting HR Department on matters that been brought to Industrial Court (liaise with Panel Lawyer, etc).
- Corporate Secretarial
  - Assisting on meeting preparation (venue, board meeting paper, etc)
- Drafting a letter of awards / undertakings
- Corporate Governance
  - Creation of Personal Data Protection Policy & Competition Law Policy
- Compliance Program
- Litigation & Tribunal

*February 2020–February 2022*

### **Legal Counsel - Corporate Legal & Compliance**

UMW Toyota Motor Sdn. Bhd.

- Head of Legal Department
  - Spearhead of UMWT Legal Department which oversees UMWT and three (3) subsidiaries
- Drafting, Vetting & Managing Agreements / Contracts
  - Develop a Contract Management System for UMWT which comprises of the process flow and the signatory matrix
- Legal Opinions
  - Advising the Management on legal perspective as requested
- Special Project PIC
  - Recond Car Business
  - 2<sup>nd</sup> Brand Business (focusing on out of warranty vehicles)
- Industrial Relations
  - Assisting IR Dept. on matters that been brought to Industrial Court (liaise with Panel Lawyer, etc)

- Corporate Secretarial
  - Assisting on meeting preparation (venue, board meeting paper, etc)
- Drafting a letter of awards / undertakings
- Risk Management
  - Compiling the Risk Report from all Division & Subsidiaries and present to the stakeholder
- Corporate Governance
  - Creation of Personal Data Protection Policy & Competition Law Policy
- Compliance Program
  - Dealership Agreement Compliance Audit
- Litigation & Tribunal
  - Advising Customer Relation Department on various customer complaints, summons, etc
- Business Continuity Plan
  - Develop a business continuity plan in case of flood and pandemic

*March 2017 – February 2020*

#### **Corporate Legal Executive**

Honda Malaysia Sdn. Bhd.

- Drafting & Vetting Agreements / Contracts
- Legal Opinions
- Special Project PIC
- Department PIC for ISO
- Industrial Relations
- Corporate Secretarial
- Drafting a letter of awards / undertakings
- Risk Management compiler
- Honda Corporate Governance Committee

*July 2016 – January 2017*

#### **Legal Executive**

Johor Port Berhad

- Drafting & Vetting agreement for tenancy
- Legal Opinions
- Industrial Relations
- Corporate Secretarial
- Marine Operations Training
- Drafting a letter of undertakings for subsidiaries
- HR Representative
- Port Safety Representative

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## EDUCATIONAL BACKGROUND

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*Graduation Date: May 2015*

### **Bachelor of Law (Honours), LLB**

University of Hertfordshire, United Kingdom

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## SKILLS AND EXTRACURRICULAR

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### **Leadership Experiences**

- Toyota New Model Project Committee
- Topmark 2<sup>nd</sup> Brand Project Committee
- Project Committee for Hilux GR-S Model Introduction in Malaysia
- Project Leader for Compliance Activity for Toyota's Dealership
- UMWT PDPA & Competition Act Officer
- Toyota Dealership Network Committee
- Project Committee for Honda Malaysia Used Car Business
- Honda Malaysia Racing Team Driver 2018
- Project Committee Scrap Car Donation Honda Malaysia
- Project PIC for Honda Malaysia Document Retention Policy
- Project PIC for Honda Malaysia Prevention of Bribery Policy
- Coordinator for Honda Global Confidentiality Policy
- Vice President 1 Kelab Gopro Malaysia
- Project Manager for AGM Kelab Gopro Malaysia 2016
- Project Manager for GoKart by Gopro 2015
- Project Manager for GoPro Malaysia Raya Blood Donation 2015
- Project Manager for HAVOC Track Day in 2013

### **Others**

- Sepang 1000KM Top 10 Finisher 2019
- Honda Malaysia Racing Team (HMRT) Driver 2018
- Race car driver for Malaysia Speed Festival 2016
- 3rd Overall Malaysia Speed Festival 2016 Street Tuned Limited Category

### **Certificates**

- Certificate in Oil & Gas Law, Brickfields Asia College (2014)
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## ADDITIONAL INFO

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- Current salary : RM 115,800 per Annum
- Expected salary : RM 162,000 per Annum (negotiable)

Possess own transport and willing to travel.

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## REFEREES

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**Mr. Mohamed Redza (Redza)**

Head of Department

Corporate Strategy Division

UMW Toyota Motor Sdn. Bhd.

Tel: +60123539733

Email: mredzaa@toyota.com.my

**Mr. Roy Boey Tchun Chi'en (Roy)**

Senior Manager

Corporate Strategy Division

UMW Toyota Motor Sdn. Bhd.

Tel: +60123313470

Email: royboeytc@toyota.com.my