



# M u h a m m a d   H i l m i B i n   S u l a i m a n

A p p l y i n g   f o r  
Senior Manager Regulatory/Contract  
Management

167, Lor Riveria 2e, Taman Riveria // 94300 Kota Samarahan Sarawak // 012-2884847 // diodsapura@gmail.com

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## **PERSONAL BACKGROUND**

Nric : 860317-30-5217  
POB : Malacca  
DOB : 17 th March 1986  
Age : 37  
Religion : Islam  
Race : Malay  
Marital Status : Married  
Health : Excellent

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## **PROFESSIONAL SUMMARY**

Proven ability to establish and maintain excellent communication and relationships with clients. Equipped with a diverse and promising skill-set. Able to effectively self-manage during independent projects, as well as collaborate in a team setting. Adept in all aspects of project management including planning, budget management, and coordinating all working parts of a project. Adept in analytical thinking, strategic planning, and leadership. Committed to creating an environment that is conducive to achieving a safe and conducive place of work. Adept in general accounting and finance transactions. Excellent time management skills. Bilingual, hardworking, and ready to join my next team.

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**EXPERIENCE****LEGAL OFFICER L41 AT RISDA DIRECTOR GENERAL OFFICE****AUG 2010 - DEC 2013**

Involve in all higher management meetings to advice and implement legal matters and procedures in all aspects of work including but not limited to court cases, conflict resolutions, asset purchases, investment, contract drafting, stakeholders meeting of subsidiaries companies of RISDA and all legal matters.

**ADMINISTRATIVE OFFICER AT RISDA SPECIAL PROJECT DEPARTMENT****DEC 2013 - OCT 2014**

Head of Administrative and Finance unit.

Drafting agreement and contract for Agropolitan projects

Handling hr and financing as well as administrative work

**ADMINISTRATIVE OFFICER AT RISDA INSPECTORATE AND INTERNAL AUDIT DEPARTMENT****OCT 2014 - JUN 2015**

Head of administrative and finance unit.

Handling hr and financing as well as administrative work.

Conducting special investigation(si) and auditing on various administrative matters including program under RISDA

**HEAD OF TPSEPK UNIT AT RISDA ENTREPRENEUR DEVELOPMENT DEPARTMENT****JUN 2015 - AUG 2017**

Managing Tabung Pembangunan Sosio Ekonomi Pekebun Kecil (TPSEPK) including promoting, processing, preparing paperwork for project, disbursing loans, collection of loan and creating new scheme for small holders

**HEAD OF LEGAL UNIT AT RISDA DIRECTOR GENERAL OFFICE****AUG 2017 - JUL 2018**

Involve in all higher management meetings to advice and implement legal matters and procedures in all aspects of work including but not limited to court cases, conflict resolutions, asset purchases, investment, contract drafting, stakeholders meeting of subsidiaries companies of risda and all legal matters.

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## STATE ADMINISTRATIVE OFFICER AT RISDA SARAWAK STATE OFFICE

### JUL 2018 – PRESENT

Head of Administrative, Finance, Engineering, Information Technology and Integrity.

- Developed job descriptions that accurately reflected the scope of work and expectations, resulting in better job fit and fewer turnover issues
- Prepared financial statements, budgets, and forecasts with accuracy and precision
- Developed and implemented internal processes and controls to ensure compliance with financial regulations
- Established and maintained effective communication channels
- Created and implemented a system for tracking and monitoring project progress and milestones,
- Coached and mentored administrative staff, resulting in improved job performance and knowledge
- Developed and implemented internal controls to ensure integrity to be adhere to all staff
- Evaluated tenders and prepared tender reports to ensure projects were awarded to the most suitable contractors
- Conducted individual and group counselling sessions that resulted in decrease in staff distress symptoms

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#### Education

#### **Bachelor in Legal Studies (Hons) at Uitm**

2008

#### **Advanced Diploma In Shariah And Practice at UiTM**

2012

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#### SKILLS + INTERESTS

**OSHC Coordinator** Certified

**Certified Integrity Officer (CEiO)** Certified

**Psychology Counselor** Certified

**Decision Making** Expert

**Leadership** Expert

**Analytical Thinking** Expert

**Problem Solving** Expert

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