



Noor Izzairin Zulkaflee

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Work Experiences

Assistant Manager, Product Documentation (October 2023 – Present)

Hong Leong Asset Management Bhd

- Prepare submission documents to establish new collective investment schemes and/or supplemental collective investment schemes documents for submission to Securities Commissions Malaysia.
- Provide support in business interactions between internal business units and external parties in submission matters.
- Liaise with business partners' on annual due diligence requests.

Executive, Product Development & Management (January 2022 – October 2023)

Eastspring Investments Berhad

- Preparation, analyzation and monitoring of Malaysian Unit Trust Industry Highlights through Lipper Fund Research Database including compilation of data and market research to support the marketing and/or promotion activities.
- Preparation of monthly competitor analysis reports for all new unit trust funds/wholesale funds launched by the peers in the market, focusing on the funds' performance comparison, key selling points and highlighting the uniqueness of the funds.
- Preparation and coordination of product information and documentation for submission/ approval (if required) to external authorities not limited but including Securities Commissions Malaysia, Federation of Investments Manager Malaysia and external investment advisers on the registration, variation and closure of unit trust funds/wholesale funds.
- Preparation of fund documentation of the Product Approval Request paper for internal and regional (Singapore) approval for the launch of new unit trust fund/wholesale funds and variation of the existing unit trust funds/wholesale funds, which summarises information pertaining to the funds including its risks involved, methodologies used for both conventional & Islamic products.
- Manage due diligence from retail channels i.e. bank distributors and external parties including solicitors, trustee and Shariah advisers.

Executive, Product Management (July 2019 – December 2021)

RHB Asset Management Sdn Bhd

- Preparation and coordination of the documentation for submission to Securities Commissions Malaysia (SC) on the registration and lodgement of new unit trust funds, variation and closure of the existing funds following the guidelines of Securities Commission Malaysia.
- Preparation of fund documentation for internal approval for the launch of new unit trust fund and variation of the existing unit trust funds to the relevant committees within the group for Board of Directors' (BOD) and Common Investment Committee (CIC).
- Preparation of marketing materials pertaining to fund information to include Prospectus, Information Memorandum and Product Highlights Sheet (PHS)
- Key PIC involved within the product team for User Acceptance Testing (UAT) in the launch of the eMIS online portal, an initiative set out by EPF to allow clients to invest in EPF approved unit trust funds through an online portal. Additionally, key liaison for Product team to be involved in other enhancements of digital initiatives within RHB Asset Management.

Customer Service Senior Officer (May 2018 – May 2019)

United Oversea Bank Limited (UOB) Singapore

- Managing incoming and outgoing calls pertaining to consumers' requests or issues related to bank products (Business Process Outsourcing).
- Analyzing consumers' financial background before providing any proposed solutions or suggestions related to banking services within the stipulated timeline and Service Level Agreement (SLA).
- Handling end to end ad-hoc document compilation per cases prior to seeking approval from the respective departments through the paperless policy initiative.
- Conducting special projects including waiver order taking, outgoing calls during peak hours, assisting superiors for Net Performance Score (NPS) on a monthly basis.

Skills

Technical skills include the following:-

- *Microsoft Office*
- *Eviews(secondary data)*
- *Econometrics (Statistical Economic Analysis)*
- *Avaya Product*
- *IBM AS400*
- *Mocha*
- *Consumer Relationship Management (CRM).*
- *Lipper Fund Research Database*

Education & Financial Certificates

Federation of Investment Managers Malaysia (FiMM)

Unit Trust Consultant registered with FiMM

Islamic Capital Market Graduate Training Scheme (May 2019 - July 2019)

Securities Industry Development Corporation

Securities Commission Licenses

Module 6: Stock Market and Securities Law

Module 7: Financial Statement Analysis and Asset Valuation

Master of Business Economics (Sept 2016 – Nov 2018)

UiTM Shah Alam, Selangor

CGPA: 3.76 (1st Class)

Research: Solow,Barro-Mankiw-Sala I Martin and Duczynki Argument : Empirical Testing on the Dynamics of the Economic Growth Models in Malaysia

Bachelor of Business Administration (Hons) Business Economics (Jun 2014 – April 2017)

UiTM Puncak Alam, Selangor

CGPA: 3.78 (1st Class)

Scholarship: Jabatan Perkhidmatan Awam (JPA) Scholarship

Research: Time Series Econometrics Analysis on External Debt in Malaysia

References

Syed Qamarul Hikma Samat (Senior Manager)

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Victoria Tara Wilfred (Manager)

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