



## MUHAMMAD SYAHMI BIN MOHAMED SAZALI

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### EDUCATIONAL BACKGROUND

#### Management & Science University (MSU)

Bachelor in Event Management (Hons)

CGPA: 3.04

December 2013 – January 2017

#### Kolej Poly-Tech Mara (KPTM Kuala Lumpur)

Diploma in Teaching English as Second Language

CGPA: 2.72

January 2010 – November 2013

### NATIONALITY

Malaysian

### EXPECTED SALARY

RM 7,500 (Negotiable)

### AREAS OF EXPERTISE

- Website Management XTOPIA
- Mail Merge & Mailchimp
- Microsoft Office
- SharePoint
- Social Media Insights
- Google Analytic
- Event & Vendor Management
- Negotiation Skills
- CVENT/ Ariba (E-Pay System)
- Visual Merchandise
- Excellent Problem-Solving Skills
- Strong Collaborative Skills

### HONORS & AWARDS

#### Dean's List Award (Bachelor in Event Management)

Dean's List Award Final Semester

January 2017

Management & Science University (MSU)

#### Dean's List Award (Diploma in TESL)

Dean's List Award Semester 6

January 2013

Kolej Poly-Tech Mara (KPTM Kuala Lumpur)

### COURSES ATTENDED

- Digital Marketing for Start-up by *HRDF Corporations*
- Exponential Organisations: Accelerating Business Growth by *KINGS COLLEGE*
- Essential Techniques for Everyday Photography – A professional Approach by *Khazanah Nasional Berhad*
- Transforming Engagements with the C-Suite as part of the Learning Academy's Masterclass Series by *Pemandu Associates*
- Khazanah Nasional SL1M - GREEN Programme by *Khazanah Nasional*

### REFERENCES

- Dr. Kevin Moses – *Country Medical Lead, Viatris Malaysia* +6012 322 3802
- Lye Fei Shern - *Global Commercial Lead & SMS Manager, Pfizer Malaysia* +6012 273 7086

## PROFESSIONAL EXPERIENCE

### Medical Admin & Project Coordinator

June 2023 – Present

*Viartis Malaysia – A legacy division of Pfizer*

- Support the Country Medical Lead by providing secretarial, administration, finance and budget management and project coordination. In addition to the above mentioned, the MAPC is also assisting the Regulatory Lead and other members of the Leadership team to attend and support project and company financial related matters.
- Responsible for meetings preparation/coordination when appropriate including regional and global meeting events held in country and in alignment with project team.
- Ensure overall implementation of Medical Affairs Projects in compliance with appropriate SOPs.
- Single point of contact of accountability for project management and, execution, and oversight of Medical Affairs projects and medically initiated programs.
- Monitors the team progress through metrics stakeholder feedback and project timeline and oversees commitments to program deliverables.
- To provide updates and monthly reports to the local medical team and lead the monthly report to the regional team.
- Identifies, facilitates and /or oversees process improvement initiatives related to project management responsibilities.
- To coordinate externally with third party vendors, governmental and non-governmental agencies in the execution of the Medical Affairs projects.

### Organized and participated events

- ACE Medical Summit 2023, CSR Events – Rumah Hope 2023, 2023 Viartis Bootcamp Training

### Meetings & Events Executive

November 2019 – September 2021

*Pfizer Malaysia*

- Ensure a smooth delivery of Global Commercial Operations Meetings & Events services in the country. This involves the planning and execution of local market Meetings & Events (M&E) such as internal colleague's meetings, external attendee management and engagements, congresses, conferences including event logistics, day-to-day interface with internal and external stakeholders, ensuring the event compliance, cost savings measurement, tracking and reporting by maintaining the accuracy in data management upkeep, and client & vendor relationship management across business unit.
- Being a contact liaison and act as a gate keeper to raise memo for Speaker Engagement, Meetings & Site Visits, Corporate Sponsorship and Education Grant by ensuring it is aligned with compliance, logistics, payments, reporting, etc. This includes internal/external meetings, speaker programs and congress support as appropriate for the local market practice.
- Advocate compliance processes at the local market level and drive cross-GCO partnership and collaboration on initiatives that span the organization.
- Support creative solutions to meetings which may include Pfizer hosted and third-party events and other cost-effective options as well as sharing best practices in the local market.
- Key interface with other enabling departments, providing subject matter expertise for initiatives where meeting and event is involved.
- Consistent and compliant use of various platforms to manage events such as Malaysia Speaker Database, CVENT, ARIBA, EPAY, etc.

### Ad-Hoc Project – Sample Data Analyst

May 2020 – September 2021

- Serve as primary system administrator for the Salesforce environment by being organized, attention to details with good analytical and presentation skills.

- Handle all administrative functions by attending inquiries from the field force and quickly narrate responses based on the finding root cause by providing comprehensive detail explanation in complex project environments using critical thinking and personal initiative with a motivation to solve the issue.
- Develop administrative, procedural SOP via PowerPoint and Word document according to in depth understanding of different systems and platforms for the future reference.
- Initiate discussion with the reporting manager based on the ultimate finding to determine final decisions and judgements including preparation and email announcement of sample allocation report, sample audit report and sample drop charge report on monthly basis as well as ensuring the reports are safely saved into relevant folders.
- Act as a gatekeeper to assist the area business manager and field force by tracking the sample status via Pfizer's system by providing response according to the system update.
- Collaborate with the global support team by raising ticket to highlight the sample issue as well as providing related supporting document to solve sample issue.
- Manage various Pfizer's administrative tools and platforms to run daily tasks across different functions and requirement from the sales and marketing team.

## **Executive Events & Communications**

*Khazanah Research Institute*

**August 2017 – August 2019**

### **Publications**

- Responsible for managing to the proposed physical specs of the report, project timeline, prescribed budget, particularly when coordinating on creative design and printing production and also participate in budget development by summarizing, researching, analysing current and past expenditures
- Contribute to the development of the report by reviewing and ensuring the branding is aligned with the company's corporate identity
- Manage the distribution publication of report by ensuring the reports are accessible to practitioners and policy makers via physical copies or online download from the company's official website
- Applying ISBN and CIP codes according to the procedure from the 'Perpustakaan Negara Malaysia' for the copyright segment prior the publications released
- Negotiating deals on behalf of the organization, assisting in production of various administrative reports and coordinating with the internal as well as external
- Coordinates relationship with vendors and the key liaison from the research team: market research, negotiate and coordinate requests for proposals (RFPs) and quotations and extract the collected data into a summarize comparative report, and make recommendations to the manager and research team
- Serve as a key liaison to contributors/authors and others who directly involved in the published work: solicits chapters, edits submissions, conveys editorial comments, resolves issues, and ensures deadlines are met
- Undertake other duties which from time to time be requested by the Manager, Director and Chief Operating Officer

### **Events**

- Execute all pre-events, during events and post-events operations' effectively and ensure every event /activity is delivered efficiently with attention to financial and time constraints
- Conduct market research, contact and negotiate agreements prior to closing any deals with event suppliers/vendors to ensure lowest cost and highest quality of service are delivered according to the most favourable terms
- Perform on-site inspections and attend to any issues pertaining to the event accordingly
- Coordinate overall event planning meetings across relevant teams and ensure follow-up action are taken accordingly
- Collaborate and coordinate across multiple teams, including budget, F&B, social media content and schedule, website management, invitee list, EDM design and logistics/operations to ensure smooth execution of events and all the associated parties are informed of their tasks

- Prepare and track all expenses to ensure they are within approved budget that has been allocated by the Board
- Drafting event timeline to ensure and oversee the overall event progress is realistically achievable according to the specific proposed date
- Create summary reports of each event outlining how data gathered from the current events can be used to develop successful future events
- Updating events calendar regularly to keep all the staff updated with the upcoming events
- Lead, support and maintain positive working relationships for the successful delivery of the event
- Perform other ad-hoc administrative duties assigned from time to time

## Communications

- Provide feedback to the proposed merchandise, EDM and festive greeting cards designed by external vendors as and when required to ensure they deliver as per company's style guide requirement
- Preparing Social Media Monthly Update by analysing analytics data ranging from Facebook, Twitter, LinkedIn and Google Analytics to learn how users interact with the online platforms site (Engagements and Impressions) and Media Monitoring slides and report
- Media clippings - Preparing yearly media monitoring compilation report for the Board Members meeting
- Take photos during VIP's visit, special events and group functions for future reference materials and publicity
- Upload and publish content (Articles, Working Paper, News, Indicators), maintaining continuity of themes, designing layout, streamlining navigation and increasing online presence to academia, policy makers and stakeholders
- Drafting letter to Sultan, Ministers and related agencies pertaining to the events, book distributions and approval sought

## Participated Events

- Brown Bag Seminar #4 *'Evolving Cultural Assumptions of the Malaysian Chinese Community and the Language of Politics'*
- Brown Bag Seminar #5 *'Reconciling Conservation and Development: The Case of Cairo'*
- Brown Bag Seminar #6 *'Resource Misallocation and Productivity Gaps in Malaysia'*
- Malaysian Income Distribution in a Global Context Seminar
- Launch of 'Building Social Capital: The George Town Experiment' book
- Launch of 'Why Trade Matters: Trade Issues in Non-Communicable Diseases, Essential Medicines and Education' book
- Launch of 'The State of Households 2018: Different Realities' book
- KRI's Side Event at World Urban Forum 9: Making Housing Affordable
- Khazanah Megatrends Forum 2017: *Cerebrum Algorithm 'Building True Value in a Post-Truth World'*
- Khazanah Megatrends Forum 2018: *On Balance 'Recalibrating Markets, Firms, Society and People'*
- Corporate Social Responsibility 2018 – *Visit to aboriginal village at Rumah Orang Asli, Kampung Tohor*
- Year End Retreat and Farewell

## Sales & Marketing (Internship)

TPC Kuala Lumpur (Kuala Lumpur Golf & Country Club)

**December 2016 - January 2017**

## Public Relations & Communications (Internship)

TPC Kuala Lumpur (Kuala Lumpur Golf & Country Club)

**August 2016 - November 2016**

## Participated events:

- TPC Kuala Lumpur launching, CIMB Classic 2016, Sime Darby LPGA 2016, Alya Kuala Lumpur Press Conference, Malaysian Angles Press Conference