



Danial Iqmal Bin Wira

Bachelor of Public Management (Hons)

Major in Business Management & Administration

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PROFESSIONAL SUMMARY

Experienced Procurement Executive with a demonstrated history of working in the Oil and Gas, Shipbuilding, Master Development and Land Banking skilled in Vendors Management (Registration & Appointment), Quotation Process & Appointment, Tendering Process & Contract Administration, Supply Chain Management and Oracle & YARDI System. Strong purchasing professional with a Bachelor of Public Management in Business Management and Administration from Universiti Utara Malaysia.

EDUCATION

BACHELOR OF PUBLIC MANAGEMENT

Universiti Utara Malaysia

04/2018 – 08/2022 (PJJ Degree)

(Major in Business Management & Administration)

DIPLOMA IN PHARMACY

Pusrawi International College of Medical Sciences

07/2014 – 12/2017

(Major in Pharmaceutical and Pharmacology)

PRE DIPLOMA TRADE

Kolej PolyTech Mara Bangi

06/2014 – 06/2014

SIJIL PELAJARAN MALAYSIA

SMK BANDAR SERI PUTRA

01/2011 – 12/2013

HIGHEST ACHIEVEMENTS

HEAD OF CEREMONY & PROTOCOL DEPARTMENT (July 2014)

PUSRAWI SPORTS DAY

- Supervised the tournament flow and closing ceremony involving 32 teams and invited VIP, Associate Professor.
- Organize sports activities like Futsal, Football and other outdoor game involving all student in the class.
- Custodian and manage all events and activities for faculty from year 2014 to 2015, working with suppliers to arranged events like futsal, football field setups, and other outdoor activities.

PROFESSIONALEXPERIENCE

PROCUREMENT EXECUTIVE (BUYER)

Seatrium SG Pte Ltd.

12/2022 – Current

Quotation Process & Appointment

- Custodian issued Purchase Orders for Outfitting, LQ & Safety, Instrumentation discipline, Mechanical, getting in touch with vendors to make sure that POs are received and that deliveries are sent in accordance with the needs of the expediting planning.
- Excellently liaises with 3rd party representative logistics (Freight shipment, Sea Shipment and Land Transportation) and shipping companies, maintaining close contact via remote inspection solutions, video conferencing, telephone calls, by email and in person while deliveries are on route to prevent delays in shipments.
- Analyzed and monitored with Procurement team members and Finance department after the issuance of PO to make proper arrangements with buyers for Letter of Credit opening, down payment issues and payment after delivery.
- Identified tracks shipment, prepares tracking report for MRF's, PO's delivery and follows up with vendors on invoicing and warranty issues, completing delivery of material without any shortage
- Acquired and notable technical skills in reviewing with vendors/subcontracts/internal for punch issues, commissioning mobilization, any related issues to be sorted for smooth commissioning completion.
- Completed to issue Purchase Orders to Vendors following the Quotation Award Process, with Requester and Head of Division Approval.

Expediting

- Successful Expediting package discipline acknowledgements, timely vendor data submission for review /approval as required by the purchased order.
- To control and monitor supplier fabrication progress, shipping for project Petrobras P82 FPSO project documentation status in accordance with purchase order requirements and contract schedules.
- Custodian update weekly Expediting plan along with Expediting Critical Items Schedule to provide insight into the packages progress and to flag any concerns or issues for discussion.
- Monitor and coordinate with the logistics team to resolve export compliance requirements and obtain timely shipping documents from supplier.
- Excellently processing ensure that all Loss Damage Warranty (LDW) reports are addressed and closed-out in a timely manner to avoid impact to the project schedule.
- To led a team ESR meeting with stakeholders including customers, section representatives, cross function project teams (e.g. Engineering, Project Management and Production and etc.) to provide inputs on procurement milestones relating to delivery schedules, milestones and status

KEY PROJECTS

Managing the FPSO P-82 Project for 26 packages (Petrobras client)

- Given responsibility and confidence by Project Manager to overtake control custodian managing P-82 FPSO client Petrobras for 26 packages including vendors from Asia, Europe and Middle East and to make process went well and smooth.
- Successful Kick off Meeting with vendors from Norway, China and Italy including Singapore vendors to mastermind the vendors to lease and make the project completed by planned date.

PROCUREMENT EXECUTIVE, SHARED SERVICES.

PNB Development Sdn. Berhad

08/2018 – 12/2022

Vendors Management (Registration & Appointment)

- Completed registration and process all submission from vendors included attachments such as Bank statements, Audited Accounts, CIDB and extenders to become PNBD's panel companies.
- Custodian and enhance, review, update and establish Master List of panels monthly.
- Achieve implementation for approval paper notification of successful registration vendors for empanelment of new registration into PNBD's Master List quarterly basis.
- Custodian control and successfully register vendors process all Master List panel PNBD's optimized process pre-qualification to selected vendors to being paneled PNBD's group of companies.
- Accomplishment to performance evaluation of panel and updated status of panel every monthly.
- To led a team, attend the site visit every week for vendors registration such as going to current project / completed project vendors all state in Malaysia except Sabah & Sarawak to process the registration report and requirement from requester department.

Quotation Process & Appointment

- Completed conducting and led a team for negotiation and clarification for quotation to being award process.
- Analyzed and monitored and controlling of contract/purchasing value as to not exceed pre tender estimate (PTE)/ pre cost estimate (PCE).
- Excellently processing of all Request for Quotation and Proposal RFQ / RFP submitted by the applicant using the IFCA & YARDI system from Purchase Requisition system. Inclusion of selected suppliers from the PNBD Master List.
- Attainment updating date base of cost for comparison as to verify and award reasonable contract/purchasing value/quotation value and justifiable.
- Completed to issue Purchase Order to vendors once the Quotation award by evaluation process and approval from requester and Head of Division.

Contract Management Specialist

- Custodian process all Performance Bond, Bank Guarantee and Banker's cheque accepted from vendors when submission of tender documents.
- Managing tender process form receiving quotation/requisition by other source departments consist of the following processes Approval paper List of Tenderers (LOT) prior to calling of tender including issuance of letter of intent.
- Analyzed and monitored all correspondence request from vendors to return the Earnest Money and Bank Guarantee as Performance Bond.
- Coordinating the tender exercise from issuance of letter invitation (calling of tender) until closing of tender (tender opening).
- Coordinating and control correspondence RFTE being selected all vendors from Master list from Requester to calling of (LOI) to being participated tender for calling official Letter of Invitation.

KEY PROJECTS

Managing the Master List of Consultant, Contractor and Supplies.

- Given responsibility and confidence by Head of Procurement to overtake control custodian managing Master List of PNBD's group of companies to make the registration process went well and smooth.
- Success full register 30 vendors at the early year 2022 from January 2022 to March 2022 included site visit for the current past project by the vendors all around state in Malaysia exclude Sabah and Sarawak.

PROFESSIONAL EXPERIENCE

PROCUREMENT OFFICER.

Boo Wee Engineering Sdn Bhd

12/2017 – 7/2018

- Major control handle admin work filling documentation, data entry, handle phone calls and other general administration work.
- Completed issue invoice, delivery order and cash bill to customer and credit note.
- Responsible for issued delivery order, invoice and handling cash collection from customers including receiving, cash balancing, tally cash book.

LEADERSHIP EXPERIENCES

Assistant Sport Reactional Club (January 2019) Wangsa Bowl (Bowling Tournament)

- Constructed and arranged the paperwork of the event for the team. Participating teams successfully expanded from 16 to 24, compared to previous year, including participation of our current home sports.

Football & Futsal (Indoor Game)

- To organize indoor game and arranged the paperwork of the event for the home sports. Participating teams successfully expanded from 16 to 24

CORPORATE SOCIAL RESPONSIBILITY

BANTUAN GELANDANGAN SEKITAR LEMBAHKLANG (2019)

- Promoting mental health awareness in conjunction with Suicide Prevention Month which successfully had Puan Zarina Ismail is our Secretary of Sport Club as our main professional Head. The campaign managed to reach 100 people in Kampung Baru, Kuala Lumpur receiving positive feedback from the society through this whole project collaborated with expert mental health speakers, guests and real-life victims.

CERTIFICATES

- The Art of Influencing & Negotiation Skills from Comfori Sdn Bhd
- Digital Filling System Training Programs from Universiti Teknologi Mara
- Microsoft Excel 2016 Foundation to Advance from SK Biz Solutions Sdn Bhd
- Digital Procurement Transformation from Training ART by IK

SOFTWARESKILLS

- IFCA
- YARDI
- Microsoft Office
- Adobe
- Oracle
- JDE
- PIMS

REFERENCES

ZARINA ISMAIL

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Transformation Department,

PNB Development Sdn. Berhad

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NOORADIDAH ITHNIN

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