



Tunku Aqilah Alyani Binti Tunku Azim
I/C No.: 830719-05-5196 (19 July 1983)
Tel. No.: +60123377404
tunkuaqilahalyani@gmail.com

Member of Chartered Institute Logistics Transportation (CILT) – UK certification. Demonstrates capacity to be a leader that able to work independently as well in a team environment, set and achieves long and short-term goals. With vast experience more than 14 years in regulatory matters, strong relationship with MOF, Kastam, MITI, MIDA also other related government agencies, logistics shipments experiences and warehouse operations.

Employment Track Record

- 14 years of experience in Regulatory Affairs
- 10 years of experience in Logistic for Transportation, Rail and Oil & Gas industry
- 7 years of experience in Project Coordination

PROFESSIONAL SUMMARY

1. Cochlear Malaysia Sdn. Bhd. – Senior Logistics Specialist
July 2023 – Current

- Responsible for obtaining Customs Rulings and introducing Licenced Manufacturing Warehouse (LMW), required for a compliant, cost effective and efficient import process.
- Liaising with government agencies for application permits and tax exemption application.
- Maintaining and apply processes and procedure (SOP) and identifying improvements within Warehouse and Logistics Operations. Work with the team to solve problems with a well-defined solution.
- Work across teams, provide and implement training on safety and security to Warehouse employees and supporting business with technical logistics expertise.

2. Cargill Malaysia Sdn. Bhd. – Trade Compliance Senior Analyst
2021 – February 2023 (Contract)

- Coordinate and process the execution compliance operations activities, and pre/post transactional audits and ensure to adherence to processes, control effectiveness and compliant performance.
- Apply and maintain trade compliance operations strategy, implement, and maintain trade compliance standards and best practice processes to operationalize corporate policies and risk control frameworks to comply with Government laws and regulations including those administered by the participating government agencies.
- Implements and monitor on day today activity global trade operations and compliance processes, “SOP”, and other compliance-related activities. Monitoring and provide quarterly, bi-weekly and/or monthly metrics and reports.
- To monitor Customs Broker Key Performance Indicators (KPI) and compliance through regular interaction and running customs broker evaluation program as per designed.

3. Sapura Energy Berhad – Regulatory Compliance and Senior Logistic Coordinator
2018 – 2020 (Separation Scheme due to Covid)
Project involvement:

- Pegaga Development Project (2019 – 2020)
- Larak Development Project (2018 – 2019)
- Bakong Development Project (2018 – 2019)
- Consultation and handling on application of custom duty, tax exemption, import/export, approval permit, License Manufacturing Warehouse (LMW), Certificate of Approval (COA), Certificate of Origin (COO) and licenses related with regulatory and government agencies (MOF, KASTAM, MITI, SIRIM, MIDA, CIDB, E-DAGANG, Councils, SSM and others).
- Monitor the movement of logistic (loadout), equipment, material, issue work instruction to the appointed shipping and forwarding agent on every vessels' inward/ outward / manifest and custom clearance.

- Update, review, meetings and manage logistic vendors contract/ master service agreement (MSA) every quarter year with the team. Source and negotiate rate and to prepare request for quotation (RFQ) for comparison of freight forwarder, transport on good rate/ charges.
- Prepare and submit custom exemption report and shipment tracking report for all project movement monthly.

Achievements: (1.) Save cost for tax exemption applied for Living Quarters (LQ) Pegaga's project amount total of RM10million by producing reliable and strong justification paperwork pertaining to the exemption applied and coordinating all meetings with government related agencies. (2.) In-depth reviewed vendor's documents and invoices on dispute charges charged that lead to cost saving more than RM2million.

4. Mass Rapid Transit (MRT) Corporation Sdn. Bhd. – Senior Executive Tax Exemption & Logistic
2013 – 2018

Project involvement:

- Project MRT Lembah Kelang Jajaran Sungai Buloh – Kajang (Phase 1) 2013 -2017
- Project MRT Lembah Kelang Jajaran Sungai Buloh – Serdang - Putrajaya (Phase 2) 2016 – 2018
- Liaise, meetings and updates on tax exemption, permit application and approval with related government agencies (MOF, Kastam, CIDB, SIRIM, Dagang-Net and others).
- Coordinate the entire logistic operation including all import customs applications and clearances, deliveries to sites, receiving and acknowledge processes.
- Submit tax & GST report to Custom monthly. Prepare request for quotation (RFQ) for tender bidding comparison price of Logistics transportation.
- Prepared Scope of Work / flow chart work and reviewed by Head of Unit for the implementation of ISO.

Achievements: (1.) Selected as an event committee for MRT first launching with Prime Minister on 2017 and recognition as an employee with integrity (with certificate by Malaysia Anti-Corruption Academy (SPRM)).

5. Petrofac Engineering & Construction Sdn. Bhd.- Logistic Executive cum Procurement Secretary
2012 – 2013 (Contract)

Project involvement:

- UDTP Project
- West Desaru Project
- Bekok C Refurbishment
- Developing, implementing and maintaining company system and database pertaining to procurement documentation and weekly tracking report in Petro Track System.
- Generating purchase order, purchase request, delivery order, tax exemption and so on. Monitor and coordinate external processes to ensure supplies are received on time as per specifications.
- Handling buyers' team and expeditors' engineer team on contractor issues / contract agreement and upkeep payment tracking report for finance references.
- Processing full documentation and submission to finance department for further issuing payment to vendor and to ensure dateline achieve on payment terms agreement.

6. SPANCO Sdn. Bhd. (Fleet Management) – Administration Executive Procurement & Logistic
2010 – 2012

- Provide monthly report dashboard on government vehicle to top management / CEO, attended monthly meeting with CEO/ top management and to issue out pending and critical issue pertaining to vehicle / purchase order application.
- Dealing with the government department LPKP on the vehicle approval permit grant by ensuring the smooth renewing license being updated.
- Processing purchase order made to Proton for the client namely, KASTAM, MARKAS ATM, Tentera Laut, Tentera Udara, Tentera Darat, Polis Diraja Malaysia and Ministry of Finance (MOF) for the leasing rental of government vehicle.

Achievement: (1.) Lead for the launching & ceremony on handover and releasing new vehicle to government.

7. Bufori Motor Car Company (M) Sdn. Bhd. – Liaison Officer (Logistic)

2008 – 2010

- Liaison with government agencies for tax exemption and licensing application with Kastam, MOF, MICCI and MATRADE regarding market and development grant, import and export car for oversea exhibition.
- Ensure on the submission of documents required by the immigration department regards on the renewing visa pass application for foreign staff every year.
- Liaise with internal Accounts department regards on the payment of each application (renewal license, renewal visa, etc.).
- Monitor the effectiveness of logistic procedures, space utilization and protection of equipment and recommendation for improvement.

Achievement: (1.) Gain approval for tax exemption application for the company that leads to cost saving more than RM1 million and set-up booth for company in Sepang for Malaysian Motorcycle Grand Prix 2008.

8. Chevron Malaysia Limited – Property Assistant

2004 - 2008 (Contract)

- Responsible for agreement documents, sales purchase agreement, expiry of lease agreement related on the station, payment on property taxes for assessment, quit rent and rental payment.
- Schedules and engage sub-contractors for property repairs and maintenance activities.
- Department Representative to participate in Oil & Gas international / local exhibitions and conferences.

Achievement: (1.) As an Event Committee whenever Chevron organizes international conventions or formal events (Community Social Responsibility Launch of new Caltex petrol stations within Malaysia).

EDUCATION (Current – Past)

CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORTATION (CILT) – UK Certification

Membership no. S8260

Bachelor (Hons) of Human Resource Management

Faculty of Business School, OPEN UNIVERSITY MALAYSIA, Shah Alam, Selangor

Graduated 2013

Diploma in Business Administration

Faculty of Business, INTERNATIONAL ISLAMIC COLLEGE, Gombak, Selangor

SKILLS

Advance: Regulatory Affairs, Negotiation & Communication.

Technical: Supply Chain & Logistic Management, Construction Personnel Green Card by CIDB, Hazard Identification Risk Assessment and Risk Control (HIRARC).

Computer: Microsoft Office Words, Excel and Powerpoint, Microsoft Outlook, SAP system version 730, TeamBinder, Aconex System, MYOB, PetroTrack System.

Language: Written and spoken in both English and Bahasa Malaysia.

Personal Traits: Hostess of Ceremony, represents Management for meetings, organize events & setup booth exhibitions, interacting with people, integrity & trustworthy, responsible & ability to work under pressure, strong will, fast learner, strong problem-solving skills.

TRAININGS ATTENDED

- Corruption Risk Management Workshop – Malaysia Anti-Corruption Academy (MACA)
- Integration of Supply Chain & Logistic Management
- Malaysian Customs Procedures, Shipping Documentations, Letter of Credits, Understanding of Incoterms2010 & Dangerous Goods Declarations Certificate
- Treasury Exemption Certification
- Procurement for Trackwork Construction Certificate - Mitsubishi

- Hazard Identification, Risk Assessment & Risk Control Certificate - NIOSH
- Advance Program of Industrial Relations Act 1967
- The 7 Habits of Highly Effective People Certification – Franklin Covey
- The Edge – Bursa Malaysia Kuala Lumpur Rat Race Participant

REFERENCES

Name : Suharmi Ahmad Saupian
 Company : Sapura Energy Berhad
 Position : Manager, Logistic
 Tel. : +60132829686

Name : Nur Aziah Abdul Aziz
 Company : Sapura Energy Berhad
 Position : Lead Logistic
 Tel. : +60192320545