

HIKMAH ADIBAH BT ABDUL KIPLI

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**UiTM Shah Alam, Bachelor of Business
Administration (HONS) Business Economic**

PROFESSIONAL SUMMARY

Industrious supply chain specialist with extensive experience in leading purchasing and strategic sourcing operations where well versed in end-to-end supply chain processes includes planning, scheduling, inventory control, logistic and contract management.

A dedicated worker with 8 years' experience and excellent communication skills and customer service who passionate in promoting best practices among cross-functional teams and focus in on time delivery for all projects.

ACCOMPLISHMENTS

- Designed and established comprehensive purchasing contracts and SOPs, adhering to high standards of data integrity, privacy, and security to drive responsible procurement practices.
- Achieved a **25% reduction** in active inventory levels by spearheading a collaborative planning initiative that involved coordination between the Sales, Manufacturing, and Procurement departments.
- Realized a **cost-saving of over \$100,000** in 2022 by optimizing shipping strategies, primarily through the implementation of the Economic Order Quantity (EOQ) model, thereby minimizing air and urgent shipments.
- Successfully **navigated import restrictions** with Paraguay, enabling the company to switch its Chia Seeds imports from Peru to Mexico, **resulting in a cost-saving of \$500,000 USD** and securing a consistent source of organic product.
- Played a pivotal role in enhancing company performance by architecting and maintaining key databases for product documentation and Halal certification, thereby streamlining customer requirements fulfillment.
- Successfully negotiated enhanced payment terms with suppliers, securing extended timelines.
- Successfully identified and secured alternative suppliers for high-risk items prone to shorting issues, enhancing supply chain reliability, and reducing operational downtime.
- Introduce price tier mechanism to achieve accumulated saving of **20-35%** based on quantity purchase.
- Knowledge & experience for **IDCC, LC and all type of air & sea shipment incoterms.**

SKILLS

1. Autocount.
2. SAP & Ariba.
3. Microsoft Office.
4. Procurement & purchasing.
5. Logistic.

WORKING EXPERIENCE

Company : Henkel (Malaysia) Sdn Bhd
Industry : Chemical / MNC
Position : Procurement (Contract)
Year : May – November 2023

- Point of contact for all procurement activities and responsibilities at the Ipoh
- Coordinating procurement activities across different geographical regions through strategic sourcing
- Direct end-to-end procurement processes, encompassing contract negotiations, meticulous vendor selection, price negotiation, and contract administration.
- Collaborated with stakeholders to align supply chain processes with organizational goals.
- Oversee the maintenance and management of open purchase order (PO) records and database, ensuring up-to-date tracking of all items to meet required delivery dates.
- Tracked purchase orders and followed up with vendors and carriers to support timely deliveries.
- Ensure the quality of products met Henkel's product requirements and adhere to standard operating procedures (SOP)
- Cultivate strong supplier relations and maintained ongoing communication with suppliers to promote workflow and respond to inquiries.
- Collaborate with cross-functional teams, including planners, sourcing, operations, management, sales, and finance, to process purchase requisitions efficiently.
- Hold accountability for silver purchase material and transactions through HSBC silver transaction website, meticulously handling quantities, and surcharges to prevent disputes or shortages.
- Manage inbound/import shipments based on agreed incoterms, liaising effectively with forwarders, transporters, and customs authorities to ensure smooth logistics operations.
- Spearhead product complaint management and conduct regular supplier evaluations on a monthly or quarterly basis.
- Part of the strategic transition of company operations from Henkel to Harimatec, ensuring seamless continuity and compliance under a TSA.

Company : Nexus Wise Sdn Bhd
Industry : Nutraceutical
Position : Senior Procurement Executive
Year : 2020 – 2023
Position : Procurement Executive
Year : 2016 – 2020

- Developed and implemented procurement policies and procedures to enhance compliance with company standards.
- Acquired company various supplies & sourced for market most trending products, implemented new systems for existing company & generated procurement forms.
- Managed supply chain process, from order placement to delivery, to facilitate on-time and accurate fulfillment.
- Negotiated contracts and built relationships with suppliers to obtain favorable terms, pricing and to confirm compliance with company policies and procedures.
- Evaluated supplier quotes based on purchasing procedures and competitiveness in quality, price, and delivery.
- Maintained documentation for all purchases.
- Led sourcing process for new vendors to get quality products and services and mitigate risk.
- Analyzed market conditions to make informed decisions on pricing and purchasing strategies.
- Prepared and presented reports to management on purchasing trends and cost savings to aid in decision making.

- Developed plans and collaborated with internal departments to identify and manage demand for material and services thus maintaining optimal supply levels.
- Developed and implemented strategies to reduce operational costs.
- Input, analyzed and reported on data covering all aspects of procurement operations.
- Maintained current understanding of pricing structures, market conditions and trends in industry.
- Created and maintained portfolio of qualified vendors to expand options.
- Resolved invoice and payment issues to facilitate prompt payment to suppliers.
- Ensure materials and products meet with company specification.
- Generate new supplier form which include confidential information from suppliers.
- Responsible to handle Import & Export shipment starting from to define & identify HS code and import/export requirement each raw material.
- Knowledge & experience for IDCC,LC and all type of air & sea shipment incoterms.
- Manage and handle customs & government local agency and authority for license/permit/ 'penjenisan' application.
- Work closely with freight forwarder & local transporter to obtain most shipping competitive cost.
- Regularly meeting with senior stakeholder to evaluate business requirement, identify opportunities for improvement, change in supply and demand based on current market requirement and provide strategic procurement knowledge and guidance.
- Management representative and document controller for ISO

Company : MSL Rubber Industries Sdn Bhd
Industry : Rubber Fender, Lining & Marine Bollard
Position : Project Coordinator – Production & Export
Year : 2012 – 2015

- Rubber Fender, Lining & Marine Bollard, handling internal sales, in house sales and own customer sales starting from preparing quotation to customer.
- PO received, gathers all project information, schedules, third party inspection If required by the customer, requirement and specification, data request, packaging, delivery date, payment term task and project meeting.
- Worked with project team including workshop, production manager, finishing department and QC
- Maintain good communication with customer to ensure timely and efficient completion of jobs, proper communication of issues and proper documentation of the entire process every project.
- Monitor project schedule as assigned.
- Maintained document control, database management, track project activities and team communication.
- Planned, handled, arranged, and monitored delivery and export shipping purpose.

Other responsibilities:

- HR assistant.
- Handled foreign workers work permit and immigration Application of DP10
- FOMEMA check-up for worker work less than 3 years