



# SITI NURUL HIDAYAH BINTI OTHMAN

ASSISTANT MANAGER, PROCUREMENT

## PROFILE

Results-oriented Assistant Manager with over 10 years of comprehensive experience in procurement operations, supplier management, tender management, strategic sourcing, and contract management. Proven track record of optimizing procurement processes, enhancing supplier relationships, and delivering cost-effective solutions. Eager to apply my expertise in a new role where I can contribute to driving organizational success through strategic procurement initiatives.

## WORK EXPERIENCE

01

### Assistant Manager, Procurement

*Cenviro Sdn Bhd | Sept 2018 - Oct 2023*

- Oversee purchase requisitions, coordinate purchase orders, and engage in negotiations with suppliers, ensuring timely completion while keeping abreast of market dynamics.
- Enforce procedural compliance to accurately document purchasing activities, adhering to company policies for goods movement.
- Uphold internal control standards across procurement, receiving, inventory, and issuance processes, including emergency protocols.
- Monitor procurement cycle times for requisitions and open orders, optimizing efficiency.
- Continuously refine purchasing policies and procedures to enhance departmental operations.
- Proactively seek out new products, materials, and vendors to drive cost savings and improve quality.
- Review contracts for goods and services, ensuring timely renewals and accuracy.
- Lead tender negotiations, providing strategic recommendations for management approval.
- Generate operational reports as needed, contributing to data-driven decision-making.
- Fulfill additional responsibilities as assigned by Department Head.
- Manage supplier qualification and selection processes to ensure capability and capacity alignment.
- Maintain vendor and materials master records in SAP, facilitating streamlined operations.
- Oversee resident contractors to ensure compliance with company HSSE regulations.
- Support internal and external audits annually.
- Lead SAP implementation efforts and serve as a key point of contact for user support and issue resolution.

02

### Senior Executive, Procurement

*Cenviro Sdn Bhd | Jan 2016 - Aug 2018*

- Validate and finalize purchase requisitions, oversee the placement and progression of purchase orders, and uphold communication channels while engaging in negotiations with suppliers.
- Maintain and regularly update market information related to supplies.
- Ensure comprehensive documentation of purchasing activities in adherence to established policies, meticulously tracking the movement of goods within the company.
- Implement and uphold internal control protocols across various departmental functions, including purchasing, receiving, inventory management, and emergency procedures.

## CONTACTS

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Bandar Putera 2, 41200  
Klang, Selangor

## INFORMATION

Date of Birth : 13 July 1985

Place Of Birth : Batu Pahat, Johor

Gender : Female

Race : Islam

Nationality : Malaysian

Marital Status : Married

## EDUCATION

### Asia E University | 2012

*Executive Diploma in Business Management*

### SMK Pekan Baru, Muar | 2002

*Sijil Pelajaran Malaysia (SPM)*

## KEY SKILLS

Strategic Planning  
Document Control  
Vendor Management  
Long Terms Service Agreement (LTSA)  
SAP Integration and Support  
Team Leadership  
General Administration  
Contract Negotiation  
Supplier Relationship Management  
Supply Chain Management  
Inventory Management  
Risk Management  
Compliance and Regulations  
Data Analysis  
Project Management

## SOFT SKILLS

Communication  
Teamwork  
Adaptability  
Problem Solving  
Leadership  
Time Management  
Multitasking  
Organization  
Attention to Details  
Decision Making

## SOFTWARE

MS Office  
SAP System  
ROSS System

## LANGUAGES

Malay  
English

## COURSE & CERTIFICATE

- Workshop on Effective Contract Administration and Management, Zenith Business Excellence, Feb 2023
- Contract and Vendor Management, Knowledge Hub Asia Sdn Bhd, Nov 2019
- Cenviro'S Training Program on the SAP Module- Suite HANA IS Utilities Waste, Cenviro Sdn Bhd, Sept 2017 - Oct 2017
- Certified Trainer the SAP Module (Material Management), Cenviro Sdn Bhd, Oct 2017
- Microsoft Excel 2013 Advance, Microsoft Office Special Master Office 2013, Feb 2017
- Incoterm Shipping Import & Export Documentation & Procedures and Export Incentives, Vihethi Training & Consultancy (M) Sdn Bhd, Oct 2016
- Purchasing Expediting & Supplier Management Strategies, SMI Asia Australia, Apr 2016
- Problem solving & Decision Making Skills, Training Team, Nov 2014
- Seminar On GST Getting Started, FMM Institute Of manufacturing, Sept 2013
- Basic Fire Fighting, FMM Institute Of manufacturing, June 2013
- 5S, FMM Institute Of manufacturing, Feb 2009
- Operation Store and Warehouse, FMM Institute Of Manufacturing, Oct 2008
- Microsoft excel for Intermediate User, Infotrek, July 2009
- Basic Cardiopulmonary Resuscitation (CPR), FMM Institute Of Manufacturing, Dec 2005
- General Clerk, Imteq Solution Sdn Bhd, Sept 2004
- General Safety of Fire fighter, Jabatan Bomba Dan Penyelamat Malaysia, Aug 2003

## WORK EXPERIENCE (CONTINUE)

- Supervise and optimize the procurement timeline for Purchase Requisitions and Open Purchase Orders.
- Review and refine purchasing policies and procedures periodically to enhance departmental efficiency.
- Continuously explore innovative ideas, products, materials, and vendor options to enhance operational effectiveness and achieve cost savings without compromising quality or service standards.
- Evaluate contracts for goods and services procurement, ensuring timely renewals and accurate maintenance while presenting negotiation outcomes to management for approval.
- Lead tender negotiations and provide strategic recommendations to management for maximizing value.
- Generate customized operational reports as needed.
- Fulfill any additional responsibilities as assigned by the Department Head.
- Coordinate supplier qualification and selection processes to ensure alignment with organizational requirements and capabilities.
- Oversee the management of approved vendors within the ROSS system.

03

### Executive, Procurement

*Cenviro Sdn Bhd | Jan 2015- Dec 2015*

- Execute procurement processes aligned with established policies and procedures for acquiring goods and services.
- Facilitate fair and competitive bidding processes, including E-bidding, to secure cost-effective purchases; manage contract administration and uphold meticulous record-keeping.
- Strategically oversee high-value items, implementing procurement initiatives to optimize expenditure.
- Cultivate relationships with suppliers/contractors to ensure alignment with business needs and performance expectations.
- Assess potential suppliers/contractors for qualification through comprehensive evaluation and physical inspection.
- Generate insightful reports to track departmental performance effectively.
- Collaborate with internal stakeholders to ascertain product / service specifications and requirements are met satisfactorily.
- Maintain and update ISO documentation pertinent to the purchasing function.
- Pursue departmental Key Performance Indicators (KPIs) to meet and exceed targets.
- Address and resolve invoice discrepancies promptly within the purchasing department.

### ACHIEVEMENTS:

- Advanced through roles from Executive Procurement to Senior Executive, and subsequently to Assistant Manager, demonstrating consistent progression and expanded responsibilities within procurement.
- Completed the SAP Train the Trainer program proficiently, amplifying proficiency in SAP systems and facilitating effective knowledge sharing across the organization.
- Actively engaged in Continuous Improvement (CI) initiatives, fostering ongoing skill enrichment and process refinements.
- Played a pivotal role in a cross-functional team dedicated to aggregating vital data on Greenhouse Gas emissions, bolstering the company's environmental sustainability endeavors.
- Orchestrated the successful implementation of a streamlined procurement process, leading to the attainment of KPIs consistently each year.
- Spearheaded a 15% reduction in procurement cycle times for Project Consumables (Jumbo Bags and PPE) by consolidating into the LTSA contract.

## ADDITIONAL INFO

Availability : Immediately  
Preferred Work Location : KL, Selangor, Negeri Sembilan, Melaka  
Expected Salary : RM6000 - RM7000 (Negotiable)  
Willing to Travel / Outstation : Yes  
Willing to Relocate: Yes  
Driving License : D

## REFERENCE

### En Rizal Bin Zambros

Deputy Senior Manager, Operations  
Kualiti Alam Sdn Bhd  
Phone: +6012-302 864

### Mr Alex Hoi Kok Pu

Senior Manager, Procurement  
Phone: +6016-668 3156

### Puan Muzawati Binti Mansor

HR Department  
Kualiti Alam Sdn Bhd  
Phone: +6019-311 7890

## WORK EXPERIENCE (CONTINUE)

04

### Sales Administrator

*Wasco Corrosion Services Sdn Bhd | May 2014 - Dec 2014*

- Managed quotation processing and supervised product delivery procedures.
- Coordinated effectively with factory personnel, various departments, and external vendors.
- Oversaw pricing strategies for both in-house products and third-party vendors.
- Handled comprehensive costing tasks associated with tender processes.
- Directed the smooth execution of product deliveries to clientele.
- Offered support to the engineering team in finalizing documentation submissions and facilitating client claims.

05

### Procurement Executive

*Wasco Lindung Sdn Bhd | Aug 2009 - Apr 2014*

- Collaborate with relevant departments and accounts to facilitate necessary procurement processes.
- Identify dependable suppliers and engage in negotiations with a minimum of 2 or 3 suppliers for each purchase requisition, striving to secure optimal pricing and terms while maintaining quality standards.
- Evaluate quotations received and select the supplier offering the most competitive pricing without compromising on quality, subsequently generating Purchase Orders (POs).
- Ensure Purchase Requisitions (PRs) are endorsed by the Initiator before submission to the GM/PM for endorsement and subsequent approval by the Group GM/Managing Director.
- Oversee office maintenance and manage the servicing of company vehicles.
- Monitor timely delivery of goods and services in accordance with specified requirements.
- Maintain an up-to-date roster of approved suppliers as per ISO standards, while also maintaining records of supplier performance.
- Coordinate delivery logistics, including the preparation of Delivery Orders and packing lists.
- Interface with relevant authorities and government agencies concerning procurement matters.
- Generate production input/output summaries and stock summaries, contributing to stock control and inventory audits.
- Adhere to Health, Safety, and Environment (HSE) policies, actively participating in HSE programs to foster awareness and compliance.

06

### Documents Clerk

*Wasco Lindung Sdn Bhd | May 2007 - 2009*

- Collaborated with the QA/QC/HSE Manager to coordinate, implement, and uphold the ISO 9001 System and QA/QC documentation.
- Provided support for general administrative tasks, encompassing IT oversight.
- Contributed to the preparation of daily, weekly, and monthly reports, such as the production casting report.
- Completed additional assignments delegated by management as needed.

07

### Past Employment (2007 Below)

General Clerk | EQUALTECHNO ENTERPRISE, JOHOR | 2006 - 2007

Cashier | SYARIKAT PERNIAGAAN ZEKSNI, JOHOR | 2006 (3 Months)

Store Clerk | MPE LINDUNG SDN BHD, SELANGOR | 2003 - 2005