

# ABDUL MUHAJMIN BIN HJ MOHAMED SHAH

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## WORK EXPERIENCE

### **BASF Shared Services Kuala Lumpur**

*Specialist, Product Safety*

**Menara TM, Kuala Lumpur**

*October 2021 – Present*

- Mentored 6+ team members on international conventions requirements for maintaining material trade control data in SAP, overseeing an average of 900 materials monthly.
- Provided guidance on stakeholder management and problem-solving solutions for a team responsible for releasing an average of 2900 SDS and Labels per month in SAP. Collaborated with internal stakeholders to streamline process workflows for Vietnam and Taiwan SDS releasing.
- Led and assisted in 4 scope transfers related to material evaluation under International Conventions, resulting in an expansion equivalent to 1.5-full time employees (FTE). Prepared work processes for the scopes after attending 50+ hours of training with colleagues from BASF Ludwigshafen, Germany.
- Improved quality control (QC) checks by prioritizing QC commitments and emphasizing accountability, increasing the completion rate from an average of 50% to 100% a month to meet ISO 9001 standards.
- Developed VBA macros to simplify reporting processes and data messaging steps, potentially saving 10 hours per month.

*Analyst, Product Safety*

*March 2019 – September 2021*

- Maintained trade control data in SAP for an average of 180 materials per month across 10+ business units to ensure compliance with international laws and regulations.
- Independently established work-flows for handling sanctioned business partners under the sanctioned party list screening process, screening business partners from an average of 6000 monthly orders in SAP.
- Consolidated a database of regulatory updates from service providers to be disseminated in a monthly newsletter to over 50 colleagues in the Product Safety and Stewardship community.
- Examined current food contact regulations and compiled emerging trends from external service providers. Chaired food contact management forums with internal stakeholders to discuss the impact of changing regulations.
- Developed a strategy for the mass evaluation of materials under chemical and trade control regulations using VBA macros, saving 360 hours.

*Intern, Product Safety*

*June 2018 – August 2018*

- Compiled regulatory development updates from service providers into a database, which was used to review existing internal documentation. Topics include GHS and labelling requirements in the region, trade control regulations in Asia Pacific and prohibited chemicals under international conventions

## EDUCATION

### **University of Michigan**

*B.S.E. in Chemical Engineering*

*Ann Arbor, Michigan, US*

*September 2015 – December 2018*

### **Intec Education College**

*American Credit Transfer Program*

*Shah Alam, Selangor*

*July 2013 – July 2015*

## OTHER EXPERIENCE

### **BASF Toastmasters Club (Vice President Education)**

*April 2019 – May 2020*

- Manage members learning progress, prepared meeting agendas and coached members on how to deliver speeches

### **BASF Emergency Response Team (Assistant Commander)**

*May 2019 – Present*

- Focal contact during emergency drills and evacuations. Ensure members are aware of respective roles