



NUR FITRI AZEERA BINTI ZAMRI

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EXPERIENCE

Novartis Corporation (M) Sdn Bhd – Petaling Jaya, Selangor

Global Contracting Process Excellence Specialist (Procurement)

May 2023 – Present

- Provide guidance on contracting activities within the enterprise system (e.g., Ariba).
- Offer process expertise for contracting procedures and oversee global governance of the enterprise system.
- Act as a single point of contact (SPOC) between Functional experts and Procurement for process simplifications.
- Implement improvements in the enterprise system and contracting processes, identifying areas for process enhancement.
- Analyze the root causes of inefficiencies and develop and implement more efficient processes and systems.
- Conduct contract searches and reporting within the enterprise system, providing insights for leadership.
- Monitor and identify issues or instances of non-compliance, ensuring Procurement takes corrective action.
- Facilitate contract management and execution for specific spend thresholds.

Novartis Corporation (M) Sdn Bhd – Petaling Jaya, Selangor

S2C Administrator, Procurement Contracting CoE

June 2022 – April 2023

- Primary point of contact for sourcing and contracting issues within CLM & Ariba; communicate and collaborate with stakeholders on system issues and potential solutions.
- Contribute to Global Automation efforts and excel in Ariba Reports.
- Manage end-user onboarding, including training and hands-on assistance for initial tool usage.
- Identify recurring issues and inform stakeholders of potential solutions to enhance self-service capabilities on relevant topics.
- Address process-related queries from end-users based on Global S2C processes.

PwC International Assignment Services Sdn Bhd – Kuala Lumpur

Tax Associate (Global Mobility Services)

Jan 2022 – June 2022

- Ensure clients' compliance with Inland Revenue Boards' regulations and assist in meeting state and federal tax obligations.
- Analyze and minimize tax liabilities through tax reduction strategies.
- Prepare and file tax returns and work papers for companies, and individuals.
- Consult with clients, review their tax information, and address questions and concerns.
- Maintain accurate and up-to-date client records.
- Meet strict deadlines to avoid late fees and penalties.

KPMG PLT – Petaling Jaya, Selangor*Audit Associate**Aug 2021 – Nov 2021**Vacation Trainee (Audit & Assurance)**Feb 2020 – July 2020*

- Conducted audits and reviews for clients to ensure accurate representation of past and current financial performance.
- Reviewed data to determine year-end inventory balances and provided supporting evidence.
- Physically verified the existence and condition of assets.
- Analyzed financial statements to detect unpaid invoices, duplicate payments, and errors.
- Verified recorded transactions against documentary evidence.
- Completed audit working papers and addressed manager queries.
- Documented process walkthroughs to identify deficiencies and material weaknesses in accounting systems. to reveal deficiencies and material weaknesses in a company's accounting systems.

TOP GLOVE SDN BHD – Meru, Klang*Executive, Purchasing (Sourcing & Procurement)**Oct 2020 – Aug 2021**Trainee, Purchasing (Sourcing & Procurement)**July 2020 – Sept 2020*

- Sourced suppliers and maintained relationships with both new and existing suppliers.
- Collaborated with stakeholders to agree on terms and processes and developed negotiation strategies.
- Performed cost and scenario analysis and benchmarking to anticipate shifts in supplier negotiation power.
- Generated quote comparisons and contributed to supplier selection.
- Arranged meetings and inspections of company premises and factories.
- Promoted the implementation of e-procurement tool Ariba.
- Issued Purchase Orders, managed quality issues, and product pricing negotiations with suppliers.
- Summarized information from reports to facilitate reviews by superiors.

ACHIEVEMENTS

Novartis Corporation (M) Sdn Bhd – Petaling Jaya, Selangor*Global Contracting Process Excellence Specialist (Procurement)**May 2023 – Present*

- Successfully developed and deployed a Below-Threshold contract power app form and BOT within a span of 6 months, effectively eliminating manual work processes.
- Implementation of automation for contract processing and enhanced data visibility through the QlikSense dashboard, providing leadership team with a valuable reference to monitor the Turnaround Time (TAT) trends.

TOP GLOVE SDN BHD*Executive, Purchasing (Sourcing & Procurement)**Oct 2020 – Aug 2021*

- **Catalogue Upload Excellence:** Led a team that successfully uploaded over 300 P2P catalogue items in ARIBA in FY2021, surpassing the department's goal by 67%.
- **Cost Savings:** Managed to achieve a cost-saving target of RM400,000 from catalogue purchases and other assigned project purchases.
- **Innovative Solutions:** Implemented a Vehicle Maintenance App in collaboration with the IT team, simplifying the process for Top Glove users to schedule vehicle maintenance and repairs.
- **Project Management:** Collaborated with various departments to complete the "New Vendor Creation Improvement" project within the stipulated timeline of 6 months.

UNIVERSITI UTARA MALAYSIA (UUM) – Sintok, Kedah*Student**Aug 2016 – Aug 2020*

- Dean's Award- First Semester (Session 2017/2018)
- Commissioned as Acting Sub Lieutenant Royal Malaysian Navy Volunteer Reserve by Yang di-Pertuan Agong (3rd August 2019)
- STML Badminton Tournament 2016 (10th May 2016, 2nd Runner Up)

SELANGOR MATRICULATION COLLEGE (KMS) – Banting, Selangor*Student**June 2015 – May 2016*

- Innovation and Creativity Competition IPD Kuala Langat (2016, District Level)
- KMS Young Entrepreneurs Day Competition (2016, Winner)
- KMS Badminton Tournament (2016, 1st Runner Up)

EDUCATION

UNIVERSITI UTARA MALAYSIA (UUM) – Sintok, Kedah*Aug 2016 – Aug 2020*

Bachelor of Accounting (Hons.)

CGPA: 3.41

SELANGOR MATRICULATION COLLEGE (KMS) – Banting, Selangor*June 2015 – May 2016*

Accounting Course

CGPA: 4.00

MALAYSIAN UNIVERSITY ENGLISH TEST (MUET)*June 2015 – May**2016*

Band: 4

Awarding Body: Selangor Matriculation College (KMS)

SMK CONVENT – Klang, Selangor*Jan 2010 – Nov 2014*

Sijil Pelajaran Malaysia (SPM)

Grade: 6A 2B+ 2B

ADDITIONAL

Technical: Microsoft Office, SAP, ARIBA Sourcing & Contracting, Taxcom, SQL Payroll, AutoCount, IFRS, Budgeting, eAudit**Languages:** Fluent in English and Malay**Skills:** Teamwork, Problem-Solving, Adaptability, Communication**Certifications & Training:** SQL Payroll