



SARAH AMINAH BINTI MAHPAR
Bachelor of Administrative Science (Hons)
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PERSONAL PARTICULARS

NRIC : 940428-14-5906
Marital Status : Married
Graduation date: April, 2017, Universiti Teknologi Mara (UiTM) Seremban 3, Negeri Sembilan.

PROFESSIONAL SUMMARY

Results-oriented professional with planning, scheduling, inventory control, administration and management experience. Talent in assessing problem situations and finding solutions. Strong interpersonal and organizational skills. Known for quality and timely completion of projects. Team building and leadership expertise. Thrive in a deadline-driven environment.

PROFESSIONAL PROFILE

1. Procurement Executive, HOE Pharmaceuticals Sdn. Bhd. , Apr 2022 – Present.

- Responsible for preparing purchase order, recording, filling and all aspects of the purchasing and procurement function for Inventory & Non-Inventory products of local (Malaysia), Import and Export market.
- Sourcing, selecting, and negotiating with suppliers to constantly strive for best pricing and maintain the highest level of quality and service.
- Responsible for preparation and reviewing contract agreements for outsourced providers, verifying in line with company policies and guidelines.
- Monitor production schedule, and measure performance to ensure accurate forecast alignment with business plans.
- Participate in Internal and External Audit and ensure zero critical findings for our department.

2. Sales Support Executive, Royal Selangor International Sdn. Bhd , Nov 2021-Apr 2022.

- Provide effective sales support and timely delivery for all orders for retail, wholesale, roadshows, and gift affair activities.
- Support the Sales Team to facilitate order processing and plan and prepare shipments to assigned international markets.
- Perform data entry and prepare appropriate documentation for export/import shipments.
- Liaise with freight forwarders for enquiry and maintain transportation instructions and charges on export/import customer orders and verify freight billing in timely manner.
- Assist HOD in preparing monthly sell in & sell thru reports for every month.

3. Sales Executive, Farihan Corp. Sdn. Bhd. (Subsidiary of Bank Islam Malaysia Bhd.) , Jan 2021-Nov 2021.

- Plan and implement marketing campaigns and activities to promote the Bank's Personal Financing, House Fixed Asset, ASB & Credit Card
- Proactively manage and build customer relationships as well as provide good after sales service.
- Actively involved in cross-product sales activities to ensure optimal customer reach.
- Prepare and submit application forms to the relevant operating lines – Supervisors, Processing Centre (HQ Office) for decision & approval.
- Prepare reports to supervisors for performance tracking.
- Ensure adherence and compliance to all internal policies or guidelines and external regulatory requirements.

4. Import & Office Admin Assistant , Sensorlink Sdn. Bhd. , May 2019-Dec 2020.

- Daily coordination with shipping agencies on import shipments and custom related issues / documentations.
- Preparation of customs declaration including identifying relevant product codes, CIF value calculation for SIRIM permit application and monitoring customs clearance process.
- Evaluating vendors, negotiating contracts and preparing reports (e.g. on orders and costs).
- Undertake other assignments, ad hoc functions and related duties as and when required by my superior.
- Manage & co-ordinate the company office maintenance & services (apply/renew license, record/entry company office asset, perform negotiation on best price comparison before purchasing office equipments).

5. Financial Guide, HSBC Amanah Malaysia Berhad, Jan 2017-Dec2018

- Deliver world class customer experiences
- Achieve individual sales and referral targets and contribute to the overall branch business strategy.
- Provide champion initiatives that perpetuate strong services culture and maximize HSBC banking proposition for customer by spotting opportunity.
- Ensure adherence and compliance to all internal policies or guidelines and external regulatory requirements.

HIGHLIGHT OF ACCOMPLISHMENT

1. Strategic Planning: Achieve company business target.

- Achieved monthly business target according to planned forecast.
- Successfully improved inventory management by ensuring that goods deliveries are on time.

2. Leadership: DISC Assessments (Dominance, Influence, Steadiness and Compliance).

- Managed to lead NPRA & TGA Audit (National Pharmaceutical Regulatory Agency (Malaysia) & Therapeutic Goods Administration (Australia))
- Team centered, quality focused, growth oriented.

3. Problem Solving: Troubleshoot foreseen risk.

- Manage to develop strategy to minimize down time.

PROJECT INVOLVEMENT

1. Operational lead, T3 Acne Patch project.

- Established work instruction for tread ordering from Korea.
- Communicate with supplier regarding tread booking and logistic arrangement.
- Preparing document (invoices, packing list & COA) prior to the shipment.

2. Create a Dashboard Tracker.

- Establish daily tracking file to monitor goods deliveries.
- Analyze historical data of purchase order issuance versus product delivered.
- Manage day to day tracking to be updated in Dashboard Tracker.

PROFESSIONAL DEVELOPMENT

- Strategic Procurement and Inventory Management System
- Purchasing Management: A to Z of Best Practices
- Information Security and Cyber Risk
- Microsoft Excel Intermediate Level

REFERENCES

En Mohd Nur Iman
Assistant Manager HSBC Amanah Bangi Branch
012-254 3444