

MOHD FARIZ BIN HAMZAH

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Location: Shah Alam, Selangor, Malaysia

Work Experiences

Nov 2022 – March 2024 RM R&F Operational Senior Buyer
Givaudan Business Solutions Asia Pacific Sdn. Bhd.
Kuala Lumpur, Malaysia

Roles:

- Release Purchase Orders to 3rd party suppliers according to sourcing and fulfilment instructions defined by the global Category Managers and within quality and time constraints
- Track and follow up closely Purchase Orders deliveries to ensure security of supply
- Manage Raw Material availability issue resolution in coordination with plant Raw Material planners
- Coordinate delivery and quality non conformities in relation with respective plant stakeholders
- Support investigation of root cause analysis on invoice non conformities
- Support the timely follow-up on planning, quality and accounts payable escalations ensuring appropriate commercial relations with the supply base.
- Resolve supplier's issues and complaints
- Adherence to Givaudan's service levels, policies and procedures

March 2021 – Oct 2022 Sourcing Specialist (Turbomachinery and Process Solutions)
Baker Hughes Energy Systems (Malaysia) Sdn Bhd
Kuala Lumpur, Malaysia

Roles:

- Supported the purchasing functions for the new installation projects and maintenance projects of Baker Hughes Southeast Asia region inclusive of direct materials, indirect materials, and service orders purchase [Current active projects in Malaysia, Indonesia & Singapore].
- Responsible to increase the localization spend for the assigned projects to bring more value and savings for the project teams.
- Resolving all purchase orders, invoicing, and payment issues to ensure vendors are paid in timely manner and no further disruptions to the current supplies or services.
- Participated in the weekly critical items meeting with the project leadership teams to ensure all the issues for the critical items are being resolved.
- Responsible to expedite on the orders for the critical items to ensure project teams' scheduled work plan can be completed on time and without any delays.

Nov 2018 – Feb 2021

Analyst, Supply Purchasing
BHP Billiton Shared Services Malaysia Sdn Bhd
Kuala Lumpur, Malaysia

Roles:

- Supported the purchasing functions of Minerals Australia and specifically in-charged to take care of the Peak Downs coal mine, inclusive of direct materials, indirect materials and service orders purchase.
- Managed daily high-volume purchasing requests through 1SAP system and associated queries from internal customers and vendors, inclusive of PO processing, on-time deliveries, PR & PO issues, as well as payment and claim issues.
- Ensured BHP Procurement Standards are adhered to in all purchasing process and dealings.
- Participated in the bi-weekly Parts Availability Meeting with the site management team from the Peak Downs mine (i.e. engineering, maintenance & warehouse team) to ensure all issues related to purchasing and supply are discussed and rectified.
- Prepared and analyzed weekly overdue order reports to ensure the team is achieving the required result which has been set-up by BHP.

Jan 2016 – Aug 2016

Buyer (Direct & Indirect Materials)
General Electric (GE) Oil & Gas Malaysia
Kuala Lumpur, Malaysia

Roles:

- Supported the purchasing & sourcing functions of GE O&G Southeast Asia region inclusive of direct materials, indirect materials and service orders purchase.
- Responsible for reviewing terms & conditions of the purchase and, supported requests from Project Managers and site leaders for the 'request for quotation' (RFQ) and tender activities.
- Evaluated quotations from suppliers, raised purchase orders through the support central workflow & Oracle R12 system and, worked together with requestors on any purchase order or invoicing issues.
- Attended to new supplier presentation, registration and approval process.

Sept 2014 – Dec 2015

Sourcing Coordinator (Indirect Procurement)
British Petroleum (BP) Business Service Centre Asia
Kuala Lumpur, Malaysia

Roles:

- Worked in BP's Shared Service Centre where the main responsibility is to support the Indirect Procurement function of BP companies, which include all BP entities in the North America, Europe and Asia Pacific region.
- Prepared and drafted Release Order, Purchase Order and Contract Amendment documents and ensured the accuracy of the documents to the correct information (i.e. terms and conditions, scope, rate card, and validity periods to the Master Agreements).
- Understood the internal customer objectives, desired outcomes of the purchase, and engaged the customers to understand the options and risks associated with the Supply Chain activities.
- Negotiated commercial terms with customers and suppliers in order to deliver best value solutions.

- Developed customer and supplier relationship management skills including regular communication tactics.
- Acted as the team auditor for output and process quality audit as to ensure the work outcome of all sourcing coordinators follows the set of standards as set out in BP Indirect Procurement's SOPs.

July 2012 – Aug 2014 Associate, Procurement (Vendor Management)
Prasarana Malaysia Berhad
 Kuala Lumpur, Malaysia

Roles:

- Sourced for the best vendors for the usage of the whole procurement team (e.g. rail, bus, corporate & construction works section) as to ensure competitive bidding processes.
- Prepared monthly Purchase Order's On-Time-Delivery Report from the system database for the monitoring purpose of vendor's delivery performance.
- Organized meetings with non-performing vendors to understand the issues that led to the poor performance and to come out with the possible solutions.
- Compiled and consolidated new and existing vendor's data, based on their qualifications, certifications, experiences and performances with Prasarana Group for the preparation of Approved & Registered Vendor List.
- Evaluated new vendor's request and conduct site visits to the vendor's headquarters (i.e. workshop, laboratory or manufacturing plant) for verification purposes.
- Maintained a vendor performance analysis record based on the overall performances (i.e. On Time Delivery, Workmanship & Quality).
- Attended to new vendor's presentation and evaluated on whether the products or services offered would be related and beneficial to Prasarana's business operation.

Feb 2011 – June 2012 Associate, Procurement (Construction Works)
Prasarana Malaysia Berhad
 Kuala Lumpur, Malaysia

Roles:

- Attended to all construction works (i.e. civil, mechanical & electrical works) related procurement including Opex & Capex activities.
- Ensured all procurement activities complied with Discretionary Authority Limit (DAL), Prasarana Procurement Policies & Procedures and Ministry of Finance (MOF) requirements.
- Monitored the daily Purchase Requisition (PR) raised in the MMS system database, clarified the scope of works, emphasized any important issues, strategized the quotation process and verify the budget allocation for the projects - (Opex activities).
- Prepared, coordinated, managed and executed Request for Quotation (RFQ) document in accordance with Project Manager (PM) requirements - (Capex activities).
- Reviewed and estimated costing based on past similar projects.
- Conducted and lead RFQ briefing and site visit as to ensure the work required are legitimate.
- Conducted commercial and financial evaluation on quoter's proposal.
- Conducted clarification session and negotiation meeting with the contractors.
- Analyzed and consolidated technical, financial and commercial evaluation reports and prepared recommendation paper for the respective Approving Committee.
- Prepared Purchase Order and Work Order for the respective projects after the approval of the recommendation paper.

Membership

Chartered Institute of Logistics and Transport (CILT) Student Affiliate Member
(Membership Number: 3087556)

Educations

Sept 2016 – Aug 2017 University of Sussex, United Kingdom

MSc Global Supply Chain & Logistics Management
(CIPS & CILT Accredited MSc Degree)

**Jan 2007 – Oct 2009 HELP University Malaysia - University of East London
(Twinning Program)**

B.A (Hons) Accounting & Finance

Dec 2002 – Oct 2003 INTI University Malaysia

Certificate in Business Foundation Program

Skills

ERP, Computer and Other Professional Skills

- Lean Six Sigma - Yellow Belt
- SAP (Order Management System)
- Oracle R12 (Order Management System)
- ARIBA (Order Management System)
- Salesforce (Queries & Order Management System)
- Emptoris (Order Management System)
- MMS (Order Management System)
- BP's Oyster (Contract Repository System)
- Remedy (Software Request Management System)
- Advanced user of Microsoft Office
- Fluent in written and spoken English & Malay language