

NOR SYAZWANI IZZATI BINTI SABARMAN

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A-23-14 Harmoni 1, Persiaran Putra Megah,
Putra Heights, 47650 Subang Jaya, Selangor.



1. **OBJECTIVE**

Dedicated and motivated employee with the ability to adapt in every situation and willing to learn as much knowledge as possible. Seeking to apply my abilities to fill the position available in your company that will help your company to reach its objectives.

2. **EDUCATION**

BACHELOR OF SCIENCE (BIOTECHNOLOGY)

2011 – 2014

The University of New South Wales, Australia

- *Biasiswa Persekutuan's* holder

AUSTRALIAN MATRICULATION (AUSMAT)

2009 – 2010

International Education Centre (INTEC), UiTM

- South Australian Certificate of Education (SACE)
Australian Tertiary Admission Rank (ATAR) : 84.35 %
- International English Language Testing System (IELTS)
Overall Band Score : 6.5 / 8

SIJIL PELAJARAN MALAYSIA (SPM) : 8A 1B

2007 – 2008

Maktab Rendah Sains MARA (MRSM) Tun Ghafar Baba, Melaka

PEPERIKSAAN MENENGAH RENDAH (PMR) : 8A

2004 – 2006

Maktab Rendah Sains MARA (MRSM) Besut, Terengganu

3. **WORKING EXPERIENCES**

SENIOR EXECUTIVE

SEP 2020 – PRESENT

Sumisaujana TCM Chemicals Sdn. Bhd.

Unit : Strategic Procurement

Department : Supply Chain Management

- Coordinated purchases of key materials including main raw materials, packaging materials, lab supplies for QAQC/ R&D and projects/ tenders related materials from both local and oversea vendors.
- Prepared monthly market report for main raw and packaging materials for management decision.
- Involved in measures that reduced material costs by 38% during pandemic period.
- Implemented pre-approved blanket purchases for consumables/ repetitive items and successfully increased work efficiency by 40%.
- Negotiated successful contracts with key supplier worths RM8.5mil.
- Established vendor and inventory master database for new ERP system deployment.
- Mentored and supervised monthly performance for 3 functional buyers.
- Documentation preparation for ISO 9001:2015 & 45001:2018 audit.

EXECUTIVE**MAR 2015 – MAR 2020**

Malaysian Bioeconomy Development Corporation
 Unit : Monitoring, Compliance & Fund Disbursement
 Department : Processing & Performance Monitoring

- Conducted annual compliance audit on 220 BioNexus companies involved in healthcare, agricultural and industrial sectors.
- Presented quarterly financial reporting for BioNexus companies to stakeholders (MOF, MOSTI, MIDA).
- Work closely with government agencies (MIDF, SME CORP, TERAJU) to execute grant disbursement for SME companies under High Impact Project (HIP), Biotechnology Commercialisation Funds (BCF), BioNext Initiative Matching Grant (BIMG) and Skim Usahawan Permulaan Bumiputera (SUPERB).
- Monitored grant utilization for High Impact Project with total approved amount of RM272mil to ensure project deliverables are successfully achieved.
- Assisted 12 newly start-up companies under SUPERB Program on financial projection and project milestones.
- Monitored insurance premium renewal for the assets financed under grant facilities.
- Analyzed the overall performance of bio-based industry against the National Biotechnology Policy (NBP) target sets for Phase 2 covering 5 years period from 2010 to 2015.
- Document preparation for ISO 9001:2015 audit.

PRODUCT SPECIALIST**JAN 2015 – MAR 2015**

Matrioux (M) Sdn. Bhd.
 Department : Sales & Marketing

- Promote sales of laboratory equipment to research institutions and research universities.
- Plan and implement sales marketing strategy.
- Maintain and develop relationships with clients.
- Provide weekly sales progress report.

4. SKILLS

Software	Level	Years of Experience
MS Office Word	Advanced	>10 years
MS Excel	Advanced	>10 years
MS PowerPoint	Advanced	>10 years
OSS (Online Submission)	Advanced	5 years
SQL Accounting	Advanced	3 years
ERP Epicor	Intermediate	1 year

5. TRAINING/ SEMINAR

- Import Export Documentation & Custom Procedures – 2022
- Purchasing On-Time Delivery and Expediting – 2022
- Root Cause Analysis – 2022
- Time Management & Work Productivity Strategies – 2022
- Technical Report Writing Skills – 2022
- Advanced Purchasing Strategies & Planning Skills – 2022
- Microsoft Excel Intermediate & Advance – 2022
- Master Class Creative Problem Solving and Decision Making – 2021
- Bengkel Strategik bagi Meningkatkan Indeks Daya Saing Malaysia untuk Indikator Tenaga, Sains, Teknologi dan Inovasi serta Alam Sekitar dalam Global Competitiveness Report – 2020
- ISO 9001:2015 - Strategic Approach to Risk-based Thinking – 2019

- Seminar on Sales & Service Tax (SST 2.0) and Import Duty Exemption – 2019
- Japan-East Asia Network of Exchange for Student and Youths (JENESYS) – 2018
- Financial Skills for Business Evaluation – 2016
- Business Negotiation and Influencing Skills – 2016
- Microsoft Excel 2010 (Advance 1&2) – 2016
- Halal Certification for Bio-Based Product – 2015
- Project Management Essentials (PM26) – 2015
- Report Writing for Professional and Business Purposes – 2015

6. REFERENCE

Sumisaujana TCM Chemicals Sdn. Bhd.

Mr. Azizul Asri

Assistant Manager

Procurement, Supply Chain Management

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Malaysian Bioeconomy Development Corporation

Ms. Chan Siew Mei

Senior Manager

Processing and Performance Monitoring

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