

**SHAZREEN BINTI AHMAD PUAD**

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Master of Business Administration (Hons)

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INTRODUCTION

I am currently working as Senior Buyer and previously as Procurement Analyst (Procurement engineering). I am looking to challenge own self - intellect with an interesting career path in the *Procurement, Sourcing, Buyer and Procurement Engineering* specializations. Keen to enhance self-capabilities in order to offer the best service in the near future.

LANGUAGE PROFICIENCY

- **Spoken**
Bahasa Malaysia, English, Korean (basic), Mandarin (basic)
- **Written**
English, Bahasa Malaysia

COMPUTER SKILLS

- SAP
- Microsoft Office
- ARIBA
- Project Management and Planning
- Die casting & Hardware
- SPARKLE
- SPSS & E-Views

EDUCATION BACKGROUND**2014 – 2016 | Universiti Kebangsaan Malaysia (UKM), Bangi**

Qualification : Master Degree

Programme : Master of Business Administration

CGPA : 3.65 / 4.00

2009 – 2012 | Universiti Teknologi MARA (UiTM), Shah Alam

Qualification : Bachelor Degree

Programme : Bachelor of Business Administration(Hons) Economics

ADDITIONAL INFORMATION

- Able to work under tight deadline and pressure conditions
- High integrity and highly committed
- Able to work in a group and individual
- Fast learner and willing to learn a new thing in limited time
- Good in interpersonal, communication and presentation skills
- Hardworking person with a sense of responsibility and professionally committed and highly motivated

CERTIFICATES

- **International English Language Testing System (IELTS) - Band 6** BRITISH COUNCIL
- Basic Life Support (2018) Certificate
- Mind Mapping & Problem Solving Program (Nov, 2017) Training
- Habits of highly effective people training (Jan, 2017) Training
- Disaster Management Course (July, 2015) MyCARE (Humanitarian Organization)
- Young Entrepreneurship Workshop (2012) World Islamic Forum (WIFE)

WORKING EXPERIENCE

October 2024 – Present


**Senior Buyer****Novartis Corporations (M) Sdn Bhd. / Damansara, Selangor***Industry**Manufacturing / Production**Specialization**Purchasing/Inventory/Material & Warehouse**Management**Role**Procurement*

1. Implement global category strategy at local level and implement sourcing business plan.
2. Supervise the implementation of sourcing plans for the sub-category and deliver savings targets following engagement in the target setting process.
3. Develop and manage global Category Strategies including spend analysis, Benchmarking Cost, and Market Analysis.
4. Manage supplier selection, RFP, RFI process, Negotiation, Contracting, Supplier on-boarding processes and Internal Catalogue creation.
5. Manage and monitor supplier performance (KPI's); Savings, Payment Terms, Service Levels, and Reliability.
6. Collect supplier information and feedback to Divisions countries, sites. Category teams and Business Partners and deliver Procurement Balanced Scorecard metrics for the relevant sub-category.
7. Create, negotiate and reviews major contracts for the sub-category and ensure that negotiated contracts are clearly communicated for the sub-category area and that they are consistently applied.

December 2019 – July 2023

**Procurement Analyst****Steelcase Manufacturing (M) Sdn. Bhd. / Puchong, Selangor***Industry**Manufacturing / Production**Specialization**Purchasing/Inventory/Material & Warehouse**Management**Role**Procurement*

1. Project Management: Cost Savings activity, New Project Initiation development, Localization of products and components, Contract negotiation and Supplier Risk Assessment and Management.
2. Sourcing activity for localized products, buy and sell within inter-plant, and supporting requests from other regions as well.
3. Running strategic analysis and assessment on organizational spend to increase cost saving opportunities for projects with high dollar value priorities.
4. Establish comprehensive project paperwork summarizing on project's value and estimated savings, for management's approval. Paperwork includes the details of Capex and Opex spend, Resource Plan, EVA calculation and others related.
5. Establishing and executing a firm material group strategy for diecasting and hardware commodity for the remaining fiscal year, which will enable a better plan on cost savings activity and reducing the risk of supply chain breakdown.
6. Tooling Management: Managing new tool development, tool payment, tool renewal activity, tool refurbishment and tool transfer.
7. New Project: Leading cross function on the outsource process project to ensure selected suppliers able to comply with all quality standard and company's requirements.
8. Managing the ECI (engineering change implementation) for mass production parts.

	<p>9. Involved heavily on daily quality related issues, including replacement of parts arrangement with supplier, product improvement and penalty charges to supplier.</p> <p>10. Supplier assessment and development: Planning and executing yearly supplier assessments, followed with supplier development plan and activity</p> <p>11. Managing contracts with all new suppliers, including negotiation on terms and conditions. Also managing all the existing suppliers' contract renewal activity.</p> <p>12. Daily miscellaneous activities: Support other internal departments in managing hiccups with supplier as payment variants matters, delivery issues, capacity constraints due to short lead time and others.</p> <p>Achievement</p> <ol style="list-style-type: none"> 1. Leading cost saving activity by reducing supply chain complexity and bring in new technology for hardware commodity with total calculated saving of USD 60K per year. 2. Leading on cost saving activity for plastic commodity localization which is expected to contribute savings of USD 200k. 3. Based on the current situation for global price increase and supply interruption, manage to support suppliers in enabling business continuity to avoid line down and order cancellation. 4. Successfully created competitive pool of suppliers and generated a better pricing for every round of RFQ. 5. Conducted ongoing Monthly/Quarterly business review on selected suppliers, and able to record a significant improvement in either agility, reliability, responsiveness and also cost management. 						
<p>September 2018 – November 2019</p> 	<p>Procurement Executive Renesas International Operations Sdn Bhd Subang, Selangor</p> <table border="0"> <tr> <td><i>Industry</i></td> <td><i>Manufacturing / Production</i></td> </tr> <tr> <td><i>Specialization</i></td> <td><i>Purchasing/Inventory/Material & Warehouse Management</i></td> </tr> <tr> <td><i>Role</i></td> <td><i>Procurement</i></td> </tr> </table> <ol style="list-style-type: none"> 1. Sourcing & Suppliers/ Contractors selection 2. Contacting/liasing/negotiating with local and overseas vendors for parts purchases. 3. Analyzing forecast trend from customers on weekly and monthly basis and prepare monthly report information. 4. Perform competitive tenders, negotiations, contract management within areas of technical operations, maintenance and Raw Materials to ensure all at Lowest Total Cost 5. Convert end-users' Purchase Requisition (PR) to Purchase Orders (PO) timely 6. Purchase Order process: Issuing Purchase Order/ Update Delivery status/ Expediting & Follow up outstanding order 7. Close monitoring and communication with local and overseas suppliers to ensure all ordered items are delivered timely and accordingly to specified specification 8. Liaise with logistics for clearance and tax exemptions for imported goods/ raw materials. 9. Support HOD on daily reporting, guide team members to achieve management goals 10. Support finance in price discrepancy and liaise with vendor to ensure being charge correctly 11. Preparing manual shipment movement report to ensure part being delivered accordingly 12. Arranging any equipment de-installation and re-installation at factory in Malaysia & Taiwan 	<i>Industry</i>	<i>Manufacturing / Production</i>	<i>Specialization</i>	<i>Purchasing/Inventory/Material & Warehouse Management</i>	<i>Role</i>	<i>Procurement</i>
<i>Industry</i>	<i>Manufacturing / Production</i>						
<i>Specialization</i>	<i>Purchasing/Inventory/Material & Warehouse Management</i>						
<i>Role</i>	<i>Procurement</i>						

November 2014 – August 2018



Procurement Executive

Sony Supply Chain Solutions (M) Sdn Bhd | Bangi, Selangor

Industry

Manufacturing / Production

Specialization

Purchasing/Inventory/Material

Role

Procurement

1. Contacting/liasing/negotiating with local and overseas vendors regarding parts purchasing for TV, Audio & Video making (for America markets)
2. Analyzing forecast trend from customers on weekly and monthly basis and prepare report
3. Prepare and control shipping elements in import and export for documents or materials
4. Assisting in preparing delivery countermeasure for tight parts during peak season
5. Being able to meet customers request for parts advancement during high market demand
6. Support HOD on daily reporting, guide team members to achieve management goals
7. Team leader support to team members in daily operation routines.

Achievement

Successfully contributed in cost saving to the company. (Milk run direct loading and reduce Air Freight Cost to the company).

February 2013 – August 2014



Executive Customer Service (Project)

Country Heights Sdn Bhd | Seri Kembangan, Selangor

Industry

Property

Specialization

Inventory/Material Management

Role

Project

1. Prepare budget proposal to maximize profits and cost saving.
2. Analyzing and monitor project timeline to ensure completion on time
3. Check, monitor and follow up on the proposal submitted by third party contractor and guarantee work done at intervals stipulated amount as per SPA.
4. Prepare Standard Operating Procedure (SOP) for current department.
5. Preparing tax invoice for outstanding payment before handing over the unit
6. Attend to Vacant Possession processes and handing over of property to purchasers (joint inspection and physical relinquishment of the property).
7. Prepare and compile all the monthly reports on the cost saving and completed unit
8. Perform the duties and responsibilities as directed by the Deputy General Manager (DGM) and Chief Executive Officer (CEO).

Achievement

Successfully contributed in established new department of customer service for project team, create new SOP and increase cost saving to the company.

November 2012 –
January 2013



Executive Sales Administration (Project)
Country Heights Sdn Bhd | Seri Kembangan, Selangor

Industry
Specialization
Role

Property
Inventory/Material Management
Project

1. Handling and monitor sales collection by purchaser or tenant and issue payment invoice
2. Assist and participate in sales launches, events and exhibitions to promote the property..
3. Perform Sales Admin activities including monitor progress of maintenance work, document filling, processing of reports, update sales in progress and customer relations.
4. Perform the duties and responsibilities as directed by Manager.
5. Attend to Purchaser or Tenants' correspondence and enquiries on company's products and services in timely and proficient.

EXTRA CURRICULUM ACTIVITIES	YEAR	ORGANIZATION
Volunteering in Mobile Clinic for refugees and PPR (present)	2018	MERCY Malaysia
Volunteering at Kajang Hospital & Serdang Hospital	2015	Humanitarian Organization (MyCARE)
Volunteering at BMW Women's Tennis Association (WTA)	2012	Women Tennis Association (WTA)
Volunteering at The National Zoo, Hulu Kelang – Selangor	2011	The National Zoo of Malaysia
Fund Raising Event for Haiti victims (as a Treasurer)	2010	Korea Tourism Organization
Participant in WIEF-UiTM Young Leader Series: "The New Middle East: Impact on Business & International Relationship"	2011	World Islamic Economic Forum (WIFE) - UiTM
Participant in WIEF Marketplace of Creative Arts at Singapore	2011	World Islamic Economic Forum (WIFE)
Officer of Red Crescent Society	2010	UiTM, Shah Alam
Secretariat of Leadership and Development Club	2010	UiTM, Shah Alam
Secretary of BRIGED BESTARI, Committee of School Prefect	2008	SMK Aminuddin Baki
President of Astronomy Club, Vice Secretary of Bowling Club	2006	SMK Pandan Indah