

# SITI SYUHADAH BINTI MOHD YUSOF

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Supply and Procurement Engineer with 6 years experience in supply chain. 2 years experience to drive a consistent approach towards all sourcing, purchasing and tendering activities to ensure value for money is maximized and cost saving generated. Focus on customer satisfaction, ensuring timely delivery on requirement. Out-of-the box thinker and expert negotiator, able to establish strategic vendor relationship that led to performance based, low-cost solution.

## Professional Experience

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### **Atlas Copco (Malaysia) Sdn. Bhd.**

Supply and Procurement Engineer

**Shah Alam**

*April 2022~present*

- Seeking and evaluating potential suppliers to expand the organization's supplier base and secure competitive options.
- Engaging in negotiations with suppliers to secure favorable terms and conditions.
- Conducting cost analyses to identify cost-saving opportunities and ensure that procurement decisions align with budget constraints.
- Monitoring product quality and liaising with project and service teams.
- Streamlining the supply chain by implementing efficient procurement and logistics strategies.
- Assessing and mitigating risks associated with procurement, such as supply disruptions and market fluctuations.
- Ensure procurement activities align with internal policies and external regulations.
- Business-Key-User to provides support in a new ERP [SAP] implementation system. As a first line support if there is any issue in line situation of system and supply operation.
- Review and enhance logistics operations to improve its operational efficiency and reduce cost.
- Collaborating with warehouse and supply executive to implement technical systems that improve inventory tracking, storage and distribution.

### **Atlas Copco (Malaysia) Sdn. Bhd.**

Supply Coordinator

**Shah Alam**

*November 2019~March 2022*

- Enters customer orders in the ERP system and determines the delivery dates.
- Follow up open purchase order with China & Belgium factory.
- Coordinates with other internal departments to drive issue resolution regarding order status, invoicing, shipping dates, product availability, discounts, quality issues, damaged or mis-shipped product.
- Manage inventory , order delivery and shipping process with warehouse and forwarder.
- Collecting data and writing reports.
- Responds to customer or internal inquiries regarding order status, invoices.
- Ensures proper application of departmental processes and procedures to include system data integrity, pricing accuracy, and account contract compliance.
- As a Material Master Data Stewards to create new material in system in daily basis as per required by sales team.
- Perform price and discount matrix update in quarterly basis.

### **Denel Land System**

Production Planner

**Nilai**

*July 2017~October 2019*

- Maintains project schedule by monitoring project progress, coordinating activities and resolving problems.
- Effectively utilize resources including manpower, materials, tools and equipment according to production plan.
- Produce master shortage list for production based on inventory data.
- Review demand and supply to ensure the accuracy of Material Requirement Planning (MRP) system.
- Analyzed and planned for material with procurement department.
- Communicate with supplier on quality and delivery schedule plan.

## Academic Qualification

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**University Malaysia Perlis (UniMap)**

**2012-2016**

Bachelor Degrees in Electronic Engineering (Hons)

**Johor Matriculation College**

**2010-2012**

Science Physics

## Others

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- Languages : Malay (Native) , English (Proficient) , Chinese (Beginner)
- Technical Skills : Proficient in Microsoft 365 (Word, Excel, PowerPoint, Microsoft, OneNote, , OneDrive, Outlook, SharePoint)
- Certification : Graduate Member of The Board of Engineers Malaysia (BEM) - Registration Number (144326A)
- Achievement : Atlas Copco Customer Care Awards (2021), Atlas Copco Extra Ordinary Performance Awards (2023)

## References

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