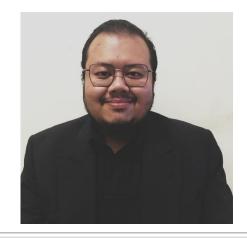
MUHAMMAD HAFIZ BIN SUHAINI

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No.17 Solok Sg.Puloh 7, Taman Klang Utama, 42100 Klang, Selangor Darul Ehsan.

(Mobile):+601111223144

(MODILE):+60111122314 (Home):+60332919704



PersonalParticulars

Age: 36 yearsDate of Birth: 10-05-1987Nationality: MalaysianGender: Male

Marital Status : Married

Educational Background

i. Matriculation

Level : English Language and Literature

Name of Institution : Matriculation Centre International Islamic University Malaysia (MCIIUM)

Graduation Date : August 2006 CGPA: 3.015

ii. Degree

Level : Bachelor of English Language and Literature, Minor in Communication

Name of Institution: International Islamic University Malaysia (IIUM)

Graduation Date : May 2011 CGPA:2.72

Employment History

Company'sName : Texchem Restaurant System Sdn Bhd
Position : Senior Business Administration Executive
Specialization : Legal,Administration and Managerial

Date Joined : November 2011 Date Left : June 2017

Work Description

1. Team Lead for Business Admin Dept; managing and overseeing daily operations of the department.

- 2. Vetting and executing Tenancy Agreement for all brands (Sushi King, Miraku & Donburi House)
- 3. Reviewing all other agreements and liaising with Lawyers for Legal matters.
- 4. Managing all type of licenses (new and renew) for all the brands outlets all over Malaysia (over 90 outlets).

5. Maintaining and Applying for:

a)Business and signage g)Phone Line and Internet Application

b)AP Import/Export h)Chemical Permit

c)LPG License i)Credit Card Terminal and Tagging

d)Service Tax j) Rice License e)MACP and PPM (Music) k)Fishery License f)Fire Extinguishers l) Liquor License

- 6. Liaising and attending discussion with government officials on all matters related to the company.
- 7. Managing all insurance related matters for all brands. i:e Renewal, Claims and new outlet opening.
- 8. Handling trademark registration for all brands. (all over the world)
- 9. Representing the company for any legal matters/courthearing with the local authority.

Company's Name : Kopitiam Asia Pacific Sdn Bhd

Position : Manager - Business Development/ Head of Franchise

Specialization : Franchise Marketing/ Business Development / Managerial

Date Joined : June 2017 Date Left: July 2022

Work Description :

1. Overseeing the Business Development Department which includes **Retail Development Dept.** (Tenancy Negotiation, Tenancy Agreement Renewal & Liaison between company & Landlords) & **Franchise Development Dept.** (Domestic & International)

- 2. Developing new business opportunity and heading projects to expand the brand.
- 3. Planning and execution of Annual Franchising Marketing Initiatives to promote Oldtown White Coffee Franchise System
- 4. Attending to any inquiry on franchising matter. (Site Study, ROI calculation & etc)
- 5. Managing and Planning the opening of new franchise outlet. (Coordinating with various related departments such as Design & Construction to ensure a smooth opening)
- 6. Building rapport with Franchising Related Bodies & Departments.

Company's Name : Mesra Retail & Café Sdn Bhd (Wholly owned by PDB)

Position : Franchise Manager

Specialization : Franchise Marketing/ Business Development / Managerial

Date Joined : July 2022 Date Left : Present

Work Description :

1. Setting up and devising plans to franchise out Café Mesra (from registration to Franchise Authority to the marketing of the said brand)

- 2. Developing new business opportunity and heading projects to sustain the business.
- 3. Scouting and analyzing of potential sites to expand the brand (Site Feasibility Study, Financial Analysis)
- 4. Managing and planning the opening of new Cafe Mesra outlet. (Coordinating with various related departments such as Design & Construction to ensure a smooth opening)
- 5. Building rapport with Franchising Related Bodies & Departments.

Miscellaneous

Willing to Travel : Yes

Willing to Relocate : Will Consider

Possess Own Transport : Yes

Availability : +-3 months' notice (negotiable)

Skills & Competencies

i. Computerliteracy

- •Windows application
- •Microsoft office-Word, Excel, PowerPoint

ii. Language

English
 Bahasa Malaysia
 Spoken: Excellent Written: Excellent
 Spoken: Excellent, Written: Excellent

Referees

Dawn Liew CEO

Kopitiam Asia Pacific Sdn Bhd Lot 896, Jalan Subang 10, Taman Perindustrian Subang, 47600 SubangJaya, Selangor.

Tel:

- +603 8060 0880 (office)
- +6016 526 3322 (Mobile)