

# UMI ANUM BINTI SHABUDIN ACIS (CS) (CGP)

**Chartered Company Secretary**  
(MAICSA 7079629)

☎ 016-477 9365

✉ anum.sarah@yahoo.com

📍 28 Jalan PJU 1A/4F Kelana Idaman 47301 Petaling Jaya Selangor Darul Ehsan



## PROFESSIONAL SUMMARY

Experienced corporate secretary with 7 years of expertise in governance, compliance, and company administration. Proficient in ensuring compliance with the Companies Act 2016, Bursa Malaysia Listing Requirements, and statutory obligations. Skilled in managing committee meetings, preparing resolutions, and maintaining statutory records. Strong organizational and interpersonal abilities, with a focus on delivering efficient support to boards and senior management. A current ICSA associate member fluent in English and Bahasa Malaysia. Committed to upholding corporate governance and driving organizational efficiency.

## WORK EXPERIENCE

**SD Guthrie Berhad.**  
(Formerly Known as Sime Darby Plantation Berhad)  
June 2022 - Present

### Corporate Secretary

- Coordination of Committee Meeting including preparation of agenda, notices, matters arising and circulation of meeting papers.
- Corporate secretarial practices including transfer of shares, change of company names, incorporation of companies, liquidation of companies, change of company names and adoption of constitution.
- Planning and management of multiple board engagement activities (local & overseas).
- Preparation and conducting of Bursa Announcements (Liquidation and winding up, Section 138, Annual Reports, Corp Production and General Announcement).
- Preparation of Statutory Update & Filings.
- Drafting of Resolutions for Subsidiaries in Malaysia, Singapore, Netherlands, South Africa, Hong Kong and United Kingdom.
- Oversaw KYC and CDD requirements for overseas subsidiaries and compliance to dutch civil code
- Review and processing of invoices for SD Guthrie and Subsidiaries.
- Responsible and accountable for diligent board matters.
- Preparation and registration for Declaration of Beneficial Ownership.
- Minutes writing for Subsidiaries and Committee Meetings.

**Smart Solution & Management Consultancy Sdn. Bhd.**  
November 2017 - May 2022

### Company Secretary

- Managed and lead legal and corporate matters for a portfolio of over 500 client companies.
- Oversaw and lead incorporation of 100+ private limited companies.
- Ensured all portfolio companies compliance with the Companies Act 2016.
- Drafted and prepared secretarial documents including minutes, Board papers, and Directors' resolutions.
- Oversaw statutory compliance from incorporation to striking off processes.
- Proficient in MYCOID and MBRS systems for company incorporation, share transfers, and changes in directorship.
- Responsible and accountable for LHDN e-stamping system for share transfers.
- Managed invoicing through SQL software and maintained secretarial practices as per BNM standards.
- Implemented and oversaw KYC, CDD, and BO processes while creating and managing documentation templates.
- Lead meetings with prospective clients and supported various secretarial functions.
- Organized and led a team of company secretaries, overseeing task allocation, setting deadlines, and defining the scope of work to ensure efficient workflow and timely completion of responsibilities.

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## WORK EXPERIENCE

**Noble Care Sdn.  
Bhd.**

August 2014 - March  
2015

**Junior Company Secretary Assistant**

- Handling MoA and AoA.
- Dealing with Form 24, 49, 13A, 48.
- Assisted and registered clients for incorporation.
- Handling share certificate, update RDMS.
- Prepared annual return and AGM for approval of Audited Account.

**Suria Jerai**

**Electrical Sdn. Bhd.**

January 2012 - May  
2012

**Clerk**

- Basic clerk duties such as fax, printing, typing.
- Responsible in customers handling for purchasing of goods.
- Handling of petty cash, count sales and amount of sales per day.
- Preparation of accounts using software system and sent it to accountant.

## EDUCATION

Malaysian Institute of  
Chartered Secretaries  
and Administrators  
(MAICSA)  
2024

**MAICSA ASSOCIATESHIP**

Registration Number:  
7079629

University Teknologi  
Mara  
(UiTM Shah Alam)  
2019 - 2022

**Masters Degree in  
Corporate Administration  
(MOCA) / GRAD ICSA**  
CGPA: 3.56

University Teknologi  
Mara  
(UiTM Seremban)  
2015 - 2017

**Bachelors Degree in  
Corporate Administration  
(HONS.)**  
GGPA: 2.94

University Teknologi  
Mara  
(UiTM Kedah)  
2012 - 2014

**Diploma in Public  
Administration**

GGPA: 3.31

## SKILLS

Communications and Interpersonal Skills  
Leadership and Team Management  
Ethical Judgment and Integrity  
Time Management and Multitasking  
Attention to Detail and Regulatory  
Compliance  
Problem-Solving and Critical Thinking

## SOFTWARE / PLATFORM

Microsoft Office	MBRS
SQL Accounting	E-Info,
UBS	MyData
Autocount	E-Stamping LHDN
MyCOID	Diligent Boards

## LANGUAGES

Bahasa Malaysia (Native)  
English (Fluent)

**\*References will be given upon request**