



Mohd Sedek, Mohd Syazwan (LS0010623)

A 34-year old passionate and capable tech industry executive, Accounting and Finance graduate by qualification, with 12 years working experience with Telekom Malaysia. A Licensed Secretary currently with Telekom Malaysia Berhad as Manager, Company Secretarial.

EMPLOYMENT

Feb 2014 – April 2015
GROUP INFORMATION
TECHNOLOGY (GIT)

TELEKOM MALAYSIA BERHAD

GROUP ENTERPRISE MANAGEMENT EXECUTIVE, DATA MARSHALLING &
CONTENT MANAGEMENT

- + GST Implementation Project Team
- + Open Text Extended ECM for SAP Solutions Certified

May 2015 - Dec 2018
FAST TRACK PROGRAM
(FTP)

VADS BERHAD ASSISTANT MANAGER, BUSINESS PLANING & DEVELOPMENT

- + Secretariat for Weekly Sales Conference Call
- + Monitored and analysed revenue and EBIT gaps
- + Worked on the Twin core Data Centre Business case and subsequent tax exemption application with MDEC

TM GOVERNMENT ASSISTANT MANAGER, STATE MSC

- + Network Maintenance & Operations (NMO)
 - o Voice of Customer (Assurance) Improvement Plan
 - o TM KLIA MDF Kaizen Project
- + Access Network Development (AND)
 - o Win Over OLNOS Projects
- + Unifi Sales (Consumer and SME)
 - o Life Made Easier MAHA 2016, MAEPS Serdang
 - o KASTEL & TM Gala Award Night 2016 Organising Committee

GROUP BRAND & COMMUNICATIONS ASSISTANT MANAGER, STATE MSC

- + Marketing & Branding Communications
 - o unifi KL2017 Campaign Marketing Collaterals
- + Sports Marketing
 - o KL2017 Sea Games Campaign – Staff Internal Engagement
 - o Managed the Team Malaysia website and Info Blast communication
- + Corporate Responsibility & External Stakeholder Management
 - o GLC Disaster Response Recovery Network (GDRN)
 - o Program Sekolah Angkat TM, TM 3Ducation and Coachunity CSR Programmes
 - o TM Integrated Annual Report & Sustainability Report 2017

TM GROUP OF COMPANIES MANAGER, COMPANY SECRETARY

- + Role includes assisting the Company Secretaries in ensuring effective Board operations through adequate compliance with the Group's governance process, best practices, relevant guidelines, requirements and legislations including the Companies Act 2016 and Bursa Malaysia's Main Market Listing Requirements.
- + Portfolio includes TM Board Tender Committee, Long Term Incentive Plan Committee, TM Management Committee and various private and public companies within TM Group.
- + Vast experience in drafting Integrated Annual Reports and running of General Meetings of a PLC

Jan 2019 - current
GROUP COMPANY
SECRETARIAL DIVISION

EDUCATION

2011 – 2013

BACHELOR OF COMMERCE University of Queensland, Australia

- + Majoring in Accounting and Finance
- + Qualification of Bachelor Degree with CGPA 5.7/7

2009 – 2010

SOUTH AUSTRALIAN MATRICULATION (SAM) Taylor's College, Subang Jaya

- + Qualification of SAM with Tertiary Entrance Rank of 94.5
- + IELTS qualification with band 8

2009 – 2013

YAYASAN TM

- + Yayasan TM Scholarship

2004 – 2008

SIJIL PELAJARAN MALAYSIA Kolej Yayasan Saad, Melaka

- + Saad Foundation Scholarship Recipient
- + Graduated with 11As

AWARDS AND QUALIFICATION

2020, 2021, 2022, 2024	RATED ABOVE EXPECTATION IN ANNUAL PERFORMANCE APPRAISAL
2023	COMPANY SECRETARIES TRAINING PROGRAMME SIGNIFICANT 2.0 <i>SURUHANJAYA SYARIKAT MALAYSIA (SSM)</i>
2022	LICENSED SECRETARY BY SSM <i>LS0010623</i>
2018 - 2025	NATIONAL ANNUAL CORPORATE REPORT AWARDS <i>Multiple Awards</i>
2015 - 2018	TM FAST TRACK TALENT PROGRAM <i>MANAGEMENT TRAINING PROGRAM</i>

SKILLS AND PROFICIENCY

LANGUAGE	MALAY AND ENGLISH
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SKILLS	CORPORATE SECRETARIAL PRACTICES, COMPANY LAWS & REGULATION, BURSA SECURITIES MAIN MARKET LISTING REQUIREMENT, MICROSOFT OFFICE, SPORTS MARKETING, SOCIAL MEDIA MARKETING, BRANDING, COPY WRITING AND PROOF READING (ENGLISH & BM), PRESENTATION & PUBLIC SPEAKING.
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