

# AHMAD ZAKWAN BIN AHZAHAR



NIRC	891007-08-6153	MAILING	10-25 METIA RESIDENCE
AGE	36	ADRESS	SEKSYEN 13
GENDER	MALE		40100, SHAH ALAM, SELANGOR
MARITAL STATUS	SINGLE	CONTACT NO	+6016-2332262
NATIONALITY	MALAYSIAN	EMAIL ADDRESS	ahmad.zakwan26@gmail.com

## OBJECTIVE

To explore the risk management in and out and increase experience parallel with the contribution to the world today through risk management methods.

## PERSONAL TRAITS

- Responsible risk management with holistic skills, industrial exposure and committed to a continuous learning process.
- Capable to lead and participate as team player while utilising the enterprising and integrity.
- Ready to strive for the company's excellence via the passion and drive together with respective team-mates.

## EDUCATION BACKGROUND

2014-2016	<b>University Technology of MARA Malaysia</b> Master of Science in Structural Engineering CGPA : 3.32
2007-2012	<b>University Technology of MARA Malaysia</b> Bachelor of Engineering (Hons) Civil CGPA : 2.75
2001-2005	<b>SMS Sultan Haji Ahmad Shah, Kuantan, Pahang</b> Sijil Pelajaran Malaysia (SPM) GRADE : 4A

## EXPERIENCE

POSITION	Manager, Risk Management
COMPANY	<b>Puncak Niaga Holdings Berhad</b>
DURATION	July 2023 - Present
INVOLVEMENT	<ul style="list-style-type: none"><li>• Oversees and coordinates the implementation of the PNHB's risk management framework by formulating necessary plans and leads the initiatives in shaping appropriate and prudent Environment, Social and Governance (ESG) agenda for PNHB.</li><li>• Maintains the risk management system (Q-Radar) and engages with all the relevant stakeholders via risk management workshop and awareness programs.</li><li>• Responsible to drive and lead the risk management initiatives in risk identification, evaluation, mitigation, reporting, and monitoring by developing an appropriate risk management standard, practices, and plan activities.</li><li>• Facilitates risk management workshops leveraging on the proven risk assessment methodologies inclusive and reviewing of the Standard Operating Procedures (SOP).</li><li>• Assist relevant stakeholders and the respective line managers in managing their respective risk and implement appropriate controls systems to mitigate the potential risks, delivers regular risk analysis reports, with actionable plans and corrective actions.</li><li>• Works with the respective risk owners to develop, update and maintain their risk registers and conduct regular follow up to ensure corrective actions are implemented.</li><li>• Promotes, champions and drives continuous risk management culture improvement within PNHB.</li><li>• Supports effective management of controls and risk mitigation by providing advice on risk management including business systems, processes and controls, as well as input into control design and operational effectiveness.</li></ul>

<b>POSITION</b>	Assistant Manager, Risk Management
<b>COMPANY</b>	<b>Federation of Investment Managers Malaysia</b>
<b>DURATION</b>	Aug 22 - May 2023
<b>INVOLVEMENT</b>	<ul style="list-style-type: none"> <li>Assist in updating and formalising the ERM Framework and the operating structure for identifying, assessing, managing and monitoring the risks.</li> <li>Support in driving the Risk Management processes with key business units, update the risk assessment and ensure adequate measures are in place to mitigate the identified risks.</li> <li>Assist in development of the risk appetite, identifying key risk management strategies, assessing, and profiling of the key risks affecting the achievement of the business plans at group, business division and at a department level.</li> <li>Assist in develop, refine and review of the Risk Register and evaluate the relevance of risks identified across business units in the Group.</li> <li>Support relevant stakeholders in improving risk management / mitigating strategies and techniques and carrying out follow up action plans and its effectiveness in mitigating / controlling risks.</li> <li>Implement appropriate risk reporting, particularly preparation of Risk Management Report for Audit and Risk Committee.</li> </ul>

<b>POSITION</b>	Assistant Manager, Group Internal Audit
<b>COMPANY</b>	<b>UITM Holdings Sdn Bhd</b>
<b>DURATION</b>	Mar 21 – July 22
<b>INVOLVEMENT</b>	<p><b><u>Internal Audit</u></b></p> <ul style="list-style-type: none"> <li>Assist Head GIA on preparation of annual budget and annual internal audit plan.</li> <li>Assist Head GIA in updating the audit universe and identify high risk and value activities for the development of audit plans.</li> <li>Prepare and issue timely audit reports to auditees with an opinion on the state of its system of internal control, findings and recommendations based on the audit carried out.</li> <li>Organise and participate in discussion with auditees during entrance and exit meetings.</li> <li>Lead in the planning and administration of audit projects to ensure audit activities are carried out in accordance with the approved internal audit plan to achieve audit objectives.</li> <li>Prepare audit programs to ensure consistent business activities, objectives and compliance to guidelines, policies, laws and regulations.</li> <li>Prepare Audit Planning Memorandum, ensure timely completion of audit projects in accordance with audit plan and standard, and review audit working papers prepared by Team members to ensure completeness and in accordance with auditing standards.</li> <li>Review on business processes and highlight the possibility of misconduct as well as violation of Code of Ethics, Code of Business Conducts, Policies, Standard Operating Procedures.</li> <li>Prepare an audit query sheet for review and approval by Head GIA highlighting detail of findings and expressing audit opinion and recommendation on the findings.</li> <li>Prepare/review draft audit report and finalise audit reports for distribution to the Management and Group Audit and Risk Committee.</li> <li>Monitor and prepare a follow up report on outstanding audit issues.</li> </ul> <p><b><u>Risk Management</u></b></p> <ul style="list-style-type: none"> <li>Carry out risk refresher sessions with Risk Champions and Risk Owners on quarterly basis.</li> <li>Review and update Risk Register on the risks and the current status of the action plans.</li> <li>Liaise with Risk Champions and Risk Owners on the concerns raised by the GARC and the BOD on the highlighted risks.</li> <li>Prepare risk reports and presentations to GMC, GARC and BOD meetings.</li> <li>Evaluate the process for identifying, evaluating and managing risks associated within the Group of Companies in order to ensure relevant risks have been identified and assessed accordingly.</li> <li>Monitor the submission of the Risk Register from Risk Champions and Risk Owners to ensure timeliness in reporting on risks.</li> </ul>

<b>POSITION</b>	Senior Executive, Risk Management and Internal Audit Department
<b>COMPANY</b>	<b>Medivest Sdn Bhd</b>
<b>DURATION</b>	Jan 19 – Jan 21
<b>PROJECT</b>	Concession Agreement in respect of provision of Hospital Support Services at Contract

	Hospital in the State of Negeri Sembilan, Melaka and Johor
<b>INVOLVEMENT</b>	<ul style="list-style-type: none"> <li>Assisting Head of Department in managing the risk management and internal audit department.</li> <li>Assist Head of Department in formulating and administering the Internal Audit Framework, Internal Audit Manuals and Internal Control Framework for Medivest Sdn Bhd.</li> <li>Conduct risk-based audit assignments as assigned by the Head of Department on all significant aspects of the Company's operation to identify weakness and compliance as well as to evaluate the adequacy of the internal control.</li> <li>Document and discuss with management on audit findings and recommendations prior to issuing the audit report.</li> <li>Assist business units in drafting policies and procedures when necessary.</li> <li>Conduct special audit and/or investigation when necessary or upon request from the CEO.</li> <li>Assist the Head of Department in formulating and administering the Risk Policy.</li> <li>Assist Head of Department in updating and re-evaluating the risk management framework based on the changes in operation methodology.</li> <li>Assist in identifying, evaluating and analysing risk related to the operations and Company-wide.</li> <li>Maintain the risk register and provide updates to management on a periodic basis or when necessary.</li> <li>To ensure adherence to Company's Integrated System (ISO 9001, ISO 13485, ISO 14001, ISO 50001, ISO 55001 and OHSAS 18001 standards).</li> </ul>

<b>POSITION</b>	Risk Engineer
<b>COMPANY</b>	<b>S.N Akmida Holdings Sdn Bhd</b>
<b>DURATION</b>	Aug 2017 – Dec 2018
<b>PROJECT</b>	Package S202: Construction & Completion of Elevated Stations and Other Associated Works at Kepong Sentral, Metro Prima, Kepong Baru and Jinjang
<b>INVOLVEMENT</b>	<ul style="list-style-type: none"> <li>Prepare a Risk Management Plan for the project.</li> <li>Follow the standard risk management process that consists of the identification, assessment, treatment, monitoring, mitigating and closing the risks.</li> <li>Updating Active Risk Manager (ARM) that refers to all risks on a monthly basis.</li> <li>Conduct a risk workshop together with client and top management to discuss all the risks highlighted on a monthly basis.</li> <li>Preparing a report/checklist of the risks on a monthly basis.</li> <li>Highlighting all identified risks to top management to ensure the project will be going smoothly.</li> <li>Provide internal training to senior management and all project core team members on specific risk management processes in order to improve the risk management competency development.</li> <li>Attending weekly and monthly progress meetings with clients to highlight the risk issues to the client.</li> <li>Perform ad-hoc tasks as assigned by superior.</li> </ul>

<b>POSITION</b>	Project Engineer
<b>COMPANY</b>	<b>Pos Logistics Berhad</b>
<b>DURATION</b>	Mar 2017 – July 2017
<b>PROJECT</b>	1. Seksyen 28 New Development: Three Storey Warehouse and Corporate Office 2. Refurbishment Work for Prai Warehouse at Pos Logistics Berhad, Northern Haulage
<b>INVOLVEMENT</b>	<ul style="list-style-type: none"> <li>Prepare paper to top management to seek an approval for the budget of new projects and appointment of consultants, contractors and vendors.</li> <li>Prepare a concept of new development together with the estimated cost, the timeline of the project, plan and present to the top management.</li> <li>Assist and provide an engineering solution together with Head of Facilities Management on issuance of facilities.</li> <li>Prepare an estimated/budgeted cost for a new project.</li> <li>Plan, coordinate and monitor work site progress.</li> <li>Inspect all work done according to standard quality requirements.</li> <li>Liaise with all consultants and contractors on any site matters.</li> <li>Ensure all paper records and documents are correctly carried out and filed accordingly.</li> <li>Attend all contractor and consultant meetings.</li> <li>Lead and provide guidance to subordinates.</li> <li>Perform ad-hoc tasks as assigned by superior.</li> </ul>

<b>POSITION</b>	Project Engineer
<b>COMPANY</b>	<b>Budaya Restu Sdn. Bhd.</b>
<b>DURATION</b>	Sept 2012 – Feb 2017
<b>PROJECT</b>	Package MSPR 4: Construction & Completion of Multi Storey Car Park Building, External Works & Other Associated Works at Section 16 Station, MRT.
<b>INVOLVEMENT</b>	<ul style="list-style-type: none"> <li>Assist Project Manager on planning and monitoring of progress of works on site based on the Primavera (P6) Work Programme.</li> <li>Prepared Weekly and Monthly Progress Reports for submission to Project Delivery Partner (PDP).</li> <li>Attending weekly and monthly meetings with Project Delivery Partner (PDP) and MRT representatives.</li> <li>Involvement with revised programme and preparation of Extension of Time (EOT).</li> <li>Additional duties as the Risk Management Representative.</li> <li>Preparing Risk Management Plan, updating Active Risk Manager (ARM) on a monthly basis, conducting the Monthly Risk Management workshop and preparing the Monthly Risk Management Report for submission to PDP.</li> <li>Coordinated the works of subcontractors on site.</li> <li>Ensured that works on site were carried out in accordance to design and specifications.</li> </ul>

#### ENGINEERING SEMINAR, COURSES & TRAINING

<b>Confined Space Safety Course</b>	SPAN	Safety course for entering the confined space
<b>Permit to Work System Course</b>	PDB	Permit to work course for Petronas Dagangan Berhad
<b>NIOSH - OGSP Course</b>	NIOSH	Oil & Gas Safety Passport Course
<b>Board of Engineers Malaysia</b>	BEM	Registered as a Graduate Engineer with BEM

#### COMPUTER RELATED SKILLS

<b>PROGRAMMING LANGUAGES</b>	-	<b>OTHERS</b>
<b>DESIGN SIMULATION</b>	ESTEEM, LUSAS, PLAXIS	Microsoft Office, Microsoft Project, Primavera P6
<b>MATHEMATICAL ANALYSIS</b>	MATLAB	
<b>TECHNICAL DRAWINGS</b>	Autodesk AutoCAD	

#### ADDITIONAL INFORMATION

<b>WILLING TO TRAVEL</b>	YES	<b>LANGUAGE PROFICIENCY</b>		
<b>POSSESS OWN TRANSPORT</b>	YES		<b>WRITTEN</b>	<b>SPOKEN</b>
<b>NOTICE PERIOD</b>	3 MONTHS	<b>ENGLISH</b>	8	8
<b>EXPECTED SALARY</b>	RM12,000	<b>BAHASA MALAYSIA</b>	10	10

#### REFEREE

<p><b>MOHD NAZERUL BIN RAMLI</b>  <i>Senior Manager, Risk Management &amp; Internal Audit</i></p> <p><b>Medivest Sdn Bhd</b>  Suite 13.01, Penthouse Wisma E&amp;C,  No. 2 Lorong Dungun Kiri,  50490, Damansara Heights, Kuala Lumpur  019-9438411  <a href="mailto:mohd.nazerul@medivest.com">mohd.nazerul@medivest.com</a></p>	<p><b>TAY BIN SZE</b>  <i>Assistant General Manager</i></p> <p><b>Puncak Niaga Holdings Berhad</b>  4, Persiaran Sukan,  Seksyen 13,  40100, Shah Alam, Selangor  012-6392864  <a href="mailto:bs.tay@puncakniaga.com.my">bs.tay@puncakniaga.com.my</a></p>
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