

Risk Management / Sustainability Enthusiast

A professional that value stability, security and growth of organisation as well as to create awareness of any risk events and crises by contributing to the organisation resilience and preparedness. Care and concern on how we should treat our environment for a sustainable way of living.

Core Competencies

Risk Management

- Risk Identification
- Risk Measurement & Assessment
- Risk Mitigation
- Risk Reporting & Monitoring
- Risk Governance

ISO Internal Audit

- Plan and conduct audit
- Identify and assess risks & opportunities
- Evaluate evidence & records
- Detect nonconformities & root causes
- Draw valid conclusions & recommendations

Research and Analysis

- Information gathering
- Data Analysis
- Literature Review
- Writing & communication
- Ethical Awareness
- Technology proficiency

Business Intelligence (BI)

- Data Modelling
- Data Transformation
- Data Visualization

Project Management

- Project Scheduling
- Meeting Facilitation
- Financial Modelling
- Performance Tracking

Personal & Professional Attribute

A resourceful, quick study, tenacious, collaborative, effective

Professional Work

Executive (ERM), Alam Flora Sdn Bhd

March 2023 – Present

Enterprise Risk Management Division

Department: Governance and Risk Management

Key Responsibilities

- Execute risk and integrity management policies and procedures, refinement of processes and creation of tracking mechanism to ensure the accuracy and timeliness of risk and integrity management information;
- Assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, discipline approach to evaluate and improve the effectiveness of risk management, corruption assessment, control and governance processes;
- Manage risk and integrity awareness session, conferences, seminars or programs those are developed for and presented to employees;
- Execute overall yearly risk and integrity plan to ensure a structural approach is executed;
- Designing and implementing an overall risk management process for the organization;
- Reporting of risk in an appropriate way for different audiences, for example, to the board of directors so they understand the most significant risks, to business heads to ensure they are aware of risks relevant to their parts of the business and to individuals to understand their accountability for individual risks;
- Manage and verify risk profile/ updates submitted by departments;
- Research emerging risk and trends in the industry;
- Any other ad hoc requirement or related matters which require by the superior.

Executive (ERM), S P Setia Berhad

August 2022 – March 2023

Enterprise Risk Management Division

Department: Group Risk, Integrity, and Governance

Key Responsibilities

- Establish and communicate ERM vision across the organization.
- Work with Senior Management to define the appropriate role of Risk Management in the organization.
- Assists Senior Management in communicating ERM's role throughout the organization.
- Advise Management on Risk Management activities and leading practices.
- Integrate Risk management with the strategic management process.
- Develop and communicate ERM policies.
- Establish, communicate, and facilitate the use of appropriate ERM methodologies, tools & techniques.
- Establish and follow up an appropriate framework to facilitate the collection and analysis of data and information.
- Facilitate sharing of risk management best practices across the organization.
- Implement appropriate risk reporting to the Management Risk Team (MRT) and Risk Management Committee (RMC).
- Develop monitoring methods to highlight the performance of the ERM Framework.
- Coordinate with Internal Audit Department to achieve the desired performance of Risk Management
- Support regular reporting and assist Board / Audit Committee in decisions related to Risk Management.
- Provide guidance to functions while acting as a centralized resource centre.
- Proactively engage the Risk Champions to monitor & report the risks, build tools & processes, drive risk-informed decision making and enhance risk-informed execution.
- Monitor the application and effectiveness of risk management processes.
- Ensure that a comprehensive and continuous risk identification process is in place.
- Identify Risk Ownership.
- Facilitate periodic group risk assessment.
- Ensure Comprehensive Mitigation Action Planning.
- Monitor and report the progress of Mitigation Action Plans.
- Ensure that cultural issues with respect to Risk Management are effectively managed.
- Monitor the Top entity-level risks.
- Periodically review risk policies, procedures, reporting templates and framework to ensure everything is up to date.

ISO / Operational Performance Improvement (OPI) Unit

Department: Account

Key Responsibilities

- Identify, develop and establish Company's Quality Management Systems (QMS) and Occupational Health and Safety Management System (OHSMS) Procedures.
- Plan and perform Internal Audits of Company Systems to assure compliance with relevant ISO requirements and established and approved guidelines and procedures for Company's business processes.
- Coordinate ISO registration & certification activities and external surveillance audits.
- Develop and maintain all manuals, forms other documents as per the requirements of relevant ISO standards.
- As a member of the audit team needs to participate in conducting comprehensive reviews of the business activities including performing and documenting internal audits as well as providing follow-up activities to ensure adherence to written and approved practices.
- Proactively identifying opportunities for improvement (OFI) within Operations based on member feedback and evolving needs.
- Define, design and implement continuous improvement programs using applicable methodology and analytics to achieve measurable process and equipment improvements.
- Research, socialize and implement best practices in day-to-day operations.
- Lead and facilitate teams through continuous improvement processes and activities and ensure standardization in the implantation of process improvement across the facilities and operations organization.
- Assist Management teams in developing strategic and operational plans and establishing measurement systems for sustained performance improvements and designing content and delivery methods to meet those plans.

B. List of Project Task

Project 1: Solar PV Development

Duration: 9 months

Details:

- Spearheaded the project by engaging the Solar PV EPCC company to develop solar PV-driven electricity in the Free Zone under Engineering Department.
- Arranged a discussion with Solar EPCC company.
- Evaluate the proposal received.
- Conducted decision-making analysis.
- Used MS Project in developing plans and project tracking progress.
- Created status reports and presented them to Management.
- Phase 1: Fixed Tariff (Completed) – Free Zone Office & Customs Office
- Phase 2: Large Scale Solar (Ongoing) – Light Industrial Unit

Project 2: Light Industrial Unit (LIU) – LED Lighting

Duration: 5 Months

Details:

- Spearheaded the project to replace the current high-bay lighting system at LIU's warehouse with spark-proof lighting to ensure a safe working environment at LIU's premises under Engineering Department.
- Evaluate a proposal received from the LED lighting company for Management.
- Conducted decision-making analysis.
- Used MS Project in developing plans and project tracking progress.
- Created status reports and presented them to Management.

Project 3: PKFZ 2.0 / P2

Duration: 6 Months

Details:

- Exploring ways to grow additional revenue through a strategic growth plan based on the existing capacity of the company and /or new development as assigned by the CEO's office.
- Assisting in engaging a consultant firm to undertake the study, and analysis and subsequently provide a recommendation on the most viable and sustainable growth plan.
- Conducted business modelling for the P2 project.
- Evaluate the proposal from a consultancy firm.
- Used MS Project in developing plans and project tracking progress.
- Created status reports and presented them to Management.

Project 4: Workers Living Quarter in Free Zone

Duration: 5 Months

Details:

- Spearheaded the project to provide quarters to stay in the Free Zone as assigned by CEO's office.
- Liaised with Customs for entry and residence in a Free Zone according to the free Zone Act 1990.
- Arranged a discussion with a potential company to execute the project
- Evaluate the proposal received for Management.

Project 5: Collaboration Between PKFZ & World Maritime University (WMU)**Duration:** 5 Months**Details:**

- Assisting GM in the potential collaboration between PKFZ & WMU.
- Conducting the business modelling.
- Conducting the breakeven analysis.
- Involved in a discussion with a WMU representative.
- The project was on hold due to COVID.

Project 6: Free Zone Cooperation**Duration:** 5 Months**Details:**

- To seek and study sister-free zone areas abroad for technical cooperation and assistance.
- To seek collaboration opportunities with overseas Free Zone.
- To further study and conduct a comparative analysis of the existing overseas Free Zone regulation and system in providing a vibrant and conducive business environment to the client.

C. List of Standard of Procedure (SOP) Documentation Task**SOP 1: Procurement SOP & Guideline****Duration:** 4 Month**Details:**

- Spearheaded the Procurement department SOP and guideline documentation together with a representative (committee member) from all departments.
- Created the process flow of purchasing category as agreed by a committee member.
- Presented the final SOP to Management for review and approval.

SOP 2: Irian Dagangan & Pemantauan Dagangan – Kawasan RMK (Rokok / Minuman Keras)**Duration:** 2**Months Details:**

- Spearheaded the documentation of ID and PD SOP together with Free Zone Dept. and Port Police Dept.
- Revised the current SOP and drafted the new one.
- Created the process flow of ID and PD.
- Presented the final SOP to Management for review and approval.

SOP 3: PKFZ Port Pass Entry**Duration: 6 Months****Details:**

- Spearheaded the documentation of PKFZ Port Pass Entry SOP together with Free Zone Dept., Safety, Health and Environment Dept., and Port Police Dept.
- Revised the current SOP.
- Drafted the new SOP.
- Created the process flow of 3 types of Entry Port Pass as agreed by a committee member.
- Presented the final SOP to Management for review and approval.

SOP 4: Auxiliary Police (Tatacara dan Penyelarasan Kerja Oleh Pegawai dan Anggota Polis Bantuan PKFZ)**Duration: 6 Months****Details:**

- Assisting Auxiliary Police Department in documenting and registering 17 related SOP together with the PIC from AP.
- Presented the final SOP to Management for review and approval.

List of Research & Analysis

No	Research & Analysis	Type
1	Impact of COVID-19 / Oil Prices / Travel Restriction on the Outlook for Supply Chain & Logistics	Report
2	Free Zone: Post COVID-19 (The Way Forward; Road to Recovery)	Report
3	Port Klang Malaysia's Premier World Class Port Performance Analysis & Evaluation	Report
4	Market Research Report for London Metal Exchange (LME)	Report
5	Relationship Between Purchasing Manager Index (PMI) and Port Klang Free Zone (PKFZ) TEU's and FWT's (2020-2024)	Regression Analysis
6	Comparative Market Analysis on Commercial Space Rental Pricing in Klang	Comparative Market Analysis (CMA)
7	London Metal Exchange Market Trend & Outlook Progress Report	Statistical Analysis
8	Business Modelling of PKFZ & World Maritime University (WMU)	Business Modelling
9	Breakeven Analysis of PKFZ & WMU project	Breakeven Analysis
10	LME Stocks in Johor, Port Klang & Singapore (2019)	Report & Statistical Analysis

Planning Executive (EX4), CJ Century Logistics Sdn Bhd (Courier Dept.)

November 2018 – February 2019

Key Responsibilities

- Prepared requirements planning for the department.
- Supporting the Sales & Marketing team in all branches (**Central / Southern / Northern / East Coast / West Coast - region**) in all tasks related to business strategy development work.
- Conduct competitor analysis.
- Conduct Market Research as a part of forming business strategies. This often involves coming up with the strategy behind the data being collected, the collection method, and the factors being analyzed.
- Analyze the Ecommerce industry trends, staying up to the minute on the latest industry trends.
- Analyze the Sales Performance of all branches and keep their fingers on the pulse of sales metrics and key performance indicators to see if the business strategies are effective.
- Assisting in preparing budget and overseeing expenditures.
- Assisting in arranging a monthly meeting of all branches.
- Perform any other duties as and when required assigned from time to time by Superior.

Admin Assistant, UOA Group

June 2016 – October 2018

Key Responsibilities

- Assist the Building Manager who is overall in charge of and directly responsible for the planning, implementation, supervision and managing of all of the buildings as assigned.
- To ensure that the building is well maintained, properly run, clean and secure.
- Liaise with legal firms regarding Tenant Issues, Tenant Disputes (Tenancy Agreements, Early termination, contract clauses etc).
- Issued monthly invoice rental, follow up the rental with the tenant, and issued reminder letters for outstanding payments.
- Request payment for maintenance invoices, assessment rent, quit rent, and other related building maintenance invoices.
- Assist tenants and resolve their complaints, report and follow up with the maintenance team or contractors on rectification of the defect.
- Perform any other duties as and when required assigned from time to time by Superior

Qualifications

Bachelor of Arts (Hons) Geography, 2011-2015

Major: Geography

Minor: Environmental Studies

University of Malaya, Kuala Lumpur

CGPA: 3.20/4.00

Non-Degree Program, 2013

Kyungpook National University, Daegu South Korea

CGPA: 4.20/5.00

Sijil Tinggi Persekolahan Malaysia (STPM), 2020

- *General Knowledge*
- *Economy*
- *Geography*
- *Sport Science*

SMK Meradong, Bintangor Sarawak

CGPA: 3.75/4.00

Certification

No	CERTIFICATION	ISSUER
1	Supply Chain Short Course on Business Analytics (BA)	Malaysia Institute for Supply Chain Innovation (MISI)
2	Business Continuity Plan Components & Lifecycle on Business Impact Analysis	Disaster Recovery Institute International (DRI)
3	MACC Act 17A	S. Suresh Kumar
4	ISO 9001:2015 & ISO45001:2018 Awareness Training	SQC Mangement
5	Internal Audit Training	SQC Management
6	Leadership Transition Program	Knowledge Hub Asia
7	Basics of Strategic Management	International Business Management Institute (IBMI)
8	Risk Management	International Business Management Institute (IBMI)
9	Six Sigma White Belt	Aveta Business Institute
10	Fundamental of Lean	Lean Academy
11	Introduction to Project Management	SimpliLearn
12	Power BI for Beginners	SimpliLearn
13	Data Analysis Concepts	HRDCorp
14	Advanced Statistics & Data Mining for Data Science	HRDCorp
15	Intro to Sustainability	Bursa Malaysia

Commendation

***Letter of Commendation* (Oct 2013) YB Senator Dato' Sri Idris Jala Minister in Prime Minister's Department &**

Chief Executive Officer of Performance & Delivery Unit (PEMANDU)

References

Lim Eng Leong
Senior Manager,
Port Klang Free Zone Sdn Bhd,
016-3110999