



# MISROZAH BINTI NAPIAH

## SENIOR EXECUTIVE CONTRACT MANAGEMENT

- Able to work independently or in a team
- Not afraid with the challenges
- Fast learner
- Friendly with good inter-personal relationships with all levels of people

### OBJECTIVE

To explore and give good services to the organization that providing experiences, training and career development for self-performance. I'm willing to be the part of your organization, good ethic, performance and commitment to your company.

### CONTACT

PHONE:

017-3646721

EMAIL:

[misrozahn@gmail.com](mailto:misrozahn@gmail.com)



Puncak Alam, Selangor

### PROFESSIONAL SKILLS

Typing	80%
Writing	90%
Speaking	80%
Documentation	90%
MS Office	80%

### REFERENCE

MEJ(B) DATUK KABOL BIN SURAT  
Executive Director  
Destini Prima Sdn Bhd  
No 10, Jalan Jurunilai U1/20,  
HicomGlenmarie Industrial Park,  
40150 Shah Alam, Selangor.  
03-5567 0333

EN MOHAMAD SHAHMI BIN MAHAMAD  
YASRI  
Marine Manager  
Destini Prima Sdn Bhd  
No 10, Jalan Jurunilai U1/20,  
HicomGlenmarie Industrial Park,  
40150 Shah Alam, Selangor.  
03-5567 0333



### EDUCATION

#### National Defence University Of Malaysia (UPNM)

July 2009 – Oct. 2012

Bachelor Degree Of Strategic Studies

GPA : 2.87

#### Sekolah Menengah Kebangsaan Khir Johari

2007-2008 (STPM) Art

2003-2004 (SPM)

#### Sekolah Menengah Kebangsaan St. Anthony

2005-2006 (STPM) Science



### WORK EXPERIENCE

#### Malayan Banking Berhad ( Maybank)- Consumer Sale Executive

15 Oct. 2012 - 10 Oct. 2013 (1 Year Contract)

- Sales And Processing For Mortgage And ASB Loans



- Experience for properties sales and Mortgage Loan & do for credit administration

**TML Remittance Centre Sdn Bhd – Clerk** - 29 Oct. 2013 - 15 Nov. 2014

- Processing For Oversea Remittance

#### Zamri Idrus & Co Sdn Bhd - General Clerk - 3 Nov. 2014 - 3 Feb. 2015

- Clerical Duties

#### Destini Prima Sdn Bhd - Marine Executive – 4 Feb. 2015 – 31<sup>st</sup> July 2017

- Invoicing & Administration

#### Destini Prima Sdn Bhd – Sn. Exec. Contract Mgt – 1<sup>st</sup> Aug. 2017 – Now

- Contract Management

### ACCOMPLISHMENT



\*Majlis Perwakilan Pelajar UPNM as Exco Training and Entrepreneurship.

\*Pengerusi Koperasi Siswa Universiti Pertahanan Nasional Malaysia Berhad.

\* Commission as Lt. Muda in Kor Askar Wataniah



\*Certificate in Sales & Account Management - 2015

\*Understanding Malaysian Goods & Services Taxation – 2015

\*Certified for 3<sup>rd</sup> Generation Performance Based Contract - 2019

\*Successfully completed the ISO 45001:2018 Awareness - 2019

\* Successfully completed Contract Due Diligence and Risk Mgt – 2021

\*Duties :

1) Manage for company's contract agreements with government (TUDM, TLDM, PUTD, CAAM, BOMBA).

2) Administration for contract Management Unit.

3) Monitor balance ceiling of contract due to extension or additional ceiling.

**EXPECTED SALARY : RM3,500.00 – RM4,000.00**