

Nora Affandi-Piscina

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With over 20 years of cross-industry experience, I've built strong expertise as **executive assistant, supply chain and contract management, project management (from fast-track execution to large-scale transformation), as well as office administration**. I began my career in administrative and executive assistant roles, gradually stepping into project management within the oil and gas sector before transitioning into supply chain. In 2019, I made a strategic pivot into IT project management, joining a newly formed team driving a bank's digital transformation initiatives. A collaborative, forward-thinking professional, I bring confidence, adaptability, and a solid track record of delivering results—ready to take on the next challenge.

SUMMARY OF STRENGTHS AND EXPERIENCE

- Project Management: Setting up new team, project timeline and project budgeting, project playbook, process and procedures for Contract Management and Transforming Customer Journey team in CIMB Bank Berhad (one of anchor bank in Malaysia).
- Contract & Procurement (Direct): Prepared and presented related contract and procurement paper work i.e. Invitation to Bid, Tender Plan, Technical and Commercial Evaluation, Award Recommendation, to summarise; capable to execute a complete process to get endorsement and approval from the internal tender committee as well as from client tender committee (PETRONAS-national oil company) before issuing letter of award to selected vendor/contractor.
- Executive Assistant & Project Secretarial: Experienced in initial set up phase of a project team ahead of project kick off. Preparing tender submission, thorough grounding in project management, supporting various project managers on administration, specialised resourcing, cost and schedule tracking and resource monitoring via MS Project.
- Office Administration and Event Organiser: Extensive experience for initial set up and planning, proposal and paper work preparation, coordinating company event/activity, management level secretarial support, efficient organisation of office resources and excellent networking capability.

EDUCATION & TRAINING

Qualification	Provider	Date
Bachelor of Business Administration with Honours	Northern University of Malaysia (UUM)	1996 - 1999
Matriculation Certificate	Northern University of Malaysia (UUM)	1994 - 1996

Training	Provider	Date
Contract Law Best Practice	Petroedge Sdn Bhd	October 2015
Emergency First Aid, CPR & AED	Petrofac Malaysia Ltd	October 2014
Supervisors Tool Kit	Petrofac Malaysia Ltd	September 2014
Well Costing	Petroedge Sdn Bhd	June 2012
Successful Project Management	Malaysian Institute of Management	December 2008
Professional Scrum Master	Infotrek	18 May – 19 May 2020
Agile Hybrid Project Management	Trainocate	17 Oct – 27 Oct 2022

CAREER SUMMARY

Position	Company	Date
IT PMO	CIMB Bank Berhad (Transforming Customer Journey, Group Strategy & Design)	Sep 2019 – Jan 2025
Contract Management	CIMB Bank Berhad (Vendor Contract Management, Group Strategic Procurement)	Nov 2017 – Aug 2019 (1 year, 9 months)
Senior Associate, Sales Support	Green Packet Berhad	Oct 2017 – Nov 2017 (2 months)
Executive Assistant (Temporary)	Chart Industries Malaysia Sdn Bhd	Feb 2017 – June 2017 (5 months)
Procurement Executive	Bright Helix Sdn Bhd	Oct 2016 – Nov 2016 (2 months)
Contract & Procurement Analyst – Facilities & Business Services	Petrofac Malaysia Limited	May 2014 –Feb 2016 (1 year, 9 months)
Procurement Analyst	Petrofac Malaysia Limited	Jan 2013 - Apr 2014 (1 year, 3 months)
Executive Assistant for Asset Director	Petrofac Malaysia Limited	Dec 2010 - Dec 2012 (2 years)
Executive Assistant - Subsurface Team	UZMA Berhad	May 2008 – Nov 2010 (2 years, 6 months)
Executive Assistant for Business Development Director	Chemical Company of Malaysia	Aug 2007 – Apr 2008 (8 months)
Executive Assistant for IT Project Director / Executive Directors	Matrix Business Consulting Sdn Bhd	Aug 2005 – Jul 2007 (2 years)
Office Administrator	Malaysian Society of Interior Designers	Nov 2001 - June 2004 (2 years, 7 months)

SOFTWARE & OTHER IT SKILLS

- MS Office (Word, Excel, PowerPoint), MS Project, Oracle (Procurement).
- Project Management platform i.e. Jira & Confluence, Trello, Miro
- Canva
- Subtitle Edit 4.0.10

IT PMO
Digital Transforming Customer Journey(TCJ)
Group Strategy & Design, CIMB Bank Berhad

Sep'19 – Jan 2025

Responsibilities:

- Track project timeline, budget, and approvals.
- Improve agile processes by publishing playbooks, updating guides, refining procedures, and optimizing procurement and vendor management.
- Ensure smooth project execution by staying within budget, coordinating activities, monitoring progress, analysing data, and making adjustments as needed.
- Break down complex challenges into manageable tasks for teams.
- Conduct analysis, gather data, and provide recommendations.
- Remove obstacles and align stakeholders for smooth progress.
- Collaborate with business teams to resolve delivery issues and manage escalations for faster execution.

Achievements:

- Obtained Most EPICC Award EPICC. (E - Enabling Talent. P - Passion. I - Integrity & Accountability. C - Collaboration. C - Customer Centricity) by Group Chief Strategy Officer (GCSO) and Group Chief Executive Officer (GCEO)
- Setting a process to get revised Delegated Authority level for the Head of Department for IT purchase below RM50,000
- Refinement of team playbooks quarterly and on boarding and off boarding process for team contingent workers

Analyst
Contract Management
Group Strategic Procurement, CIMB Bank Berhad

Nov 2017 – Sep 2019

Responsibilities:

- Set up the team, establish processes, and manage contract management tools at CIMB.
- Handle contract administration, including renewals and price negotiations, across IT, banking, admin, and marketing categories.
- Ensure timely contract renewals, legal reviews, and compliance with Group Risk, Audit, and Bank Negara Malaysia (BNM) policies.
- Prepare monthly reports for the Chief Procurement Officer and Regional Sourcing Head.
- Provide contract updates to Category Directors.
- Verify vendors before contract renewals via the GEPS system.
- Maintain contract records, correspondence, and documentation.
- Oversee contract closeout and termination processes.

Achievements:

- Set up and reinvented scope of work for strategic unit for Contract Management Unit of CIMB Berhad
- Train the trainers (TTT) within CIMB Regional office and business units on outsourcing and project risk scoping. Team (CIMB Group Holdings Berhad) has won an Award for Best Process Improvement Initiative category and an Overall Winner – CIPS Procurement and Supply Team of the Year - for Supply Management Awards 2018 Asia, organised by CIPS.

**Senior Associate, Sales Support (Contract Staff)
Green Packet Berhad**

Oct 2017 – Nov 2017

Responsibilities:

- Traffic reporting and extracting from the system.
- Carrier New connectivity and its process of execution.
- Generate rate offers (commercial proposal).
- Administration, secretarial and event management.

**Executive Assistant to VP Chart Asia (Temp Staff)
Chart Industries (Malaysia) Sdn Bhd**

Feb 2017 – Jun 2017

Responsibilities:

- Handling day to day administrative tasks such as appointments, internal and external meetings, travel arrangements, travel itinerary and general correspondence.
- Provide administrative and secretarial support to Vice President.
- Undertake ad-hoc task assigned from time to time.
- Provide full range of confidential personal assistance to Vice President.
- Managing office administration and provide miscellaneous support to other managers.

**Senior Contract & Procurement Analyst
Facilities & Business Services, Petrofac Malaysia Ltd**

May 2014 – Feb 2016

Responsibilities:

- Procure materials and services within the contract timeline.
- Ensure compliance with internal and Petronas procurement standards.
- Prepare and review bid invitations and contract terms with key stakeholders.
- Oversee end-to-end supply chain compliance.
- Negotiate and issue contracts within agreed timeframes.
- Inspect contractor facilities for critical awards to verify HSE compliance.
- Manage contract lifecycles, ensuring timely updates on KPIs, values, and expirations.
- Apply lessons learned from past contracts to improve future agreements.

Achievements:

- Successfully concluded an additional approved contract value of RM9M for an engineering EPC contract following eight months of negotiation between ourselves and contractor.
- Negotiated and obtained (minimum) 3% cost savings for each Purchase and Service Order during the year.
- Appointed as a focal point to liaise and present joint tender under multiple assets for several high risk contracts with values ranging from RM8M to RM300M.
- Handpicked as the 1st batch attending Supervisor Tool Kit Training conducted by Petrofac Malaysia Ltd when selected and groomed to be excellent mentor/supervisor through dedicated training conducted by Petrofac Malaysia Ltd.
- Achieved a perfect score from our internal governance function for all contracts under my responsibility.

Responsibilities:

- Procurement of materials & services for the Berantai Project (Petronas' first Risk Sharing Contract).
- Ensure all industry standard procurement procedures are adhered to.
- Analyse, produce and submit periodic status reports such as the 'ACV Monitoring Report' and 'Contract Status Report' and ensure the contract owner takes the necessary actions.
- Co-ordinate compilation of the 'Master Procurement Plan' from the Project team, monitors its implementation via a quarterly report, and follows up on progress to completion.

Achievements:

- Promoted into this position based on an opportunity to increase my experience beyond a secretarial function.
- Successfully initiated, commissioned and tested a server-based filing system and managed the project filing room resulting in saved costs and efficient use of resources.
- Repeatedly submitted the 'Master Procurement Plan' to regulators on time every time resulting in improved stakeholder relations with our client.

Responsibilities:

- Managing Asset Director travel and meeting schedule, preparing and collating presentations, follow up from multiple stakeholders for reporting as well as other P&C matters.
- Assisted the Project Services Manager in setting up the team and office, including administration, procurement, and recruitment.
- Managed the recruitment process, from shortlisting candidates to coordinating interviews and final selections.
- Coordinated the annual Work Programme & Budget (2010–2012).
- Prepared weekly, monthly, and quarterly progress and asset reports for joint venture partners, clients, and internal stakeholders.
- Reviewed cost and progress reports, providing feedback to senior management.
- Ensured timely and formatted reporting for asset and project management.

Achievements:

- **Awarded the prestigious Petrofac Group EVE (Excellence, Value, Energy) Award** in 2013 under the 'Driven to Deliver' category for work achievements on the Berantai Project.
- Highly valued input into assistance afforded to the Project Services Manager during the initial set up phase of his project team ahead of project kick off.
- Efficiently executed various recruitment drives for specialised manpower ahead of the impending hook up and commissioning phase of the project.
- Successfully coordinated and aligned multiple components of the Risk Sharing Contract project for a 5 years WP&B plan.

Executive Assistant, UZMA Berhad**May 2008 – Nov 2010****Responsibilities:**

- Managed Subsurface Director and team schedule for meetings, travels, social arrangements and presentation materials for clients.
- Prepared and managed tender invitations and proposals, ensuring compliance and deadlines.
- Assisted in assigning specialized technical personnel to projects ranging from USD 100K to USD 8M.

Achievements:

- Promoted as an Account Manager under Manpower Services department.
- Prepared Work Programme & Budget for Technical Projects Department and presented the budget plan to the Managing Director.
- Closely involved and contributed to the success of the Project Team in delivering multiple Resource Assessments, Subsurface Evaluation Studies and Field Development Plants to clients including Petronas, CPOC, PTTEP.
- Coordinated Qatar Gas recruitment campaign in Jakarta Indonesia in year 2009

Executive Assistant, CCM Berhad**Aug 2007 – Apr 2008****Responsibilities:**

- Managed Business Development Director for administrative including travel, meetings, expenses and presentations materials.
- Take meeting minutes and prepare weekly and monthly project reports.
- Manage daily administrative tasks, including scheduling, meetings, travel arrangements, and correspondence.
- Handle ad-hoc tasks as assigned.
- Oversee office administration and support other managers as needed.

Achievements:

- Successfully organised Quarterly Meeting within CCM Berhad and its subsidiaries.

**Executive Assistant ,
Matrix Business Consulting Sdn Bhd****Aug 2005 – Jul 2007****Responsibilities:**

- Managing Project Director & Executive Directors schedule, travelling , claims and expenses
- Supported the Project Director/Executive Director and project team in project management and document control.
- Took meeting minutes and prepared weekly and monthly project reports.
- Managed and delivered client documentation, including contracts, invoices, and user manuals.
- Coordinated meetings, training venues, client accommodations, and team logistics for state implementation.

Achievements:

- Successfully organised User Acceptance Test and System Training for State User.
- Smooth execution of State Roll Out and State Implementation Activities.

Responsibilities:

- General office administration and secretariat duty to Council Members.
- Organising meetings and annual activities.
- Liaised with professional bodies, local & international organization, government & private.

Achievements:

- Organised multiple Annual General Meetings, Annual Dinner and Annual Event for Art and Design Students.

Reference

*Will be provided upon request