

CURRICULUM VITAE

I. Personal Details & Means of communications

Name : Dk. Qalila binti Pg. Hj. Mohd. Omar.

Age : 31 years old.

Identity Card : 00-320406 (Yellow).

Nationality : Bruneian.

Gender : Female.

Marital Status : Married.

Race : Malay.

Religion : Muslim.

Place of Birth : Brunei Darussalam.

Address : No. 13, Simpang 82-5, STKRJ Rimba, Gadong, Brunei Darussalam.

Postcode : BE 3119.

Mobile phone : +673-7153291

E-mail Address : DkQalila@yahoo.com



II. Job sought for : Legal Associate Affairs

III. Career Objective

Making a good contribution to Brunei Darussalam national and international interest such as in political affairs, policy-planning, economy and trade and other relevant affairs of the country. To be part as one in assisting in promoting and protecting the aforementioned interest for the development of Brunei Darussalam and its citizen especially when abroad.

IV. Education

i) Obtained Bachelor of Law degree (LLB) from Murdoch University, Perth, Western Australia, Australia in August, 2013.

ii) Obtained certificate Murdoch University Preparation Course, Perth, Western Australia, Australia. **Certificate in Murdoch University Preparation Course (MUPC)** with High Distinction in Accounting and Finance, Management and Marketing, Mathematics and Statistics in January, 2009.

iii) Attended Duli Pengiran Muda Haji Al-Muhtadee Billah College, Brunei Darussalam and obtained **General Certificate of Education Advance Level** in 2008.

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V.Relevant experience:

i) August 2014-current: Executive, Legal with Telekom Brunei Berhad, **Brunei Darussalam.**

Responsibilities:

- Vetting and drafting of Contracts (not limited to procurements contract, international contracts, tenancy agreement, MOU and so on) and relevant documents. Liaise with internal and external stakeholders on contract matters and assist where necessary to ensure that matters are assessed, evaluated and resolved.
- Manage legal disputes. To protect the company's legal interest. To assess, manage and mitigate legal risk.
- Provide advisory to the internal stakeholders on legal matters.
- Assist with Regulatory and compliance matters. To ensure the company complies to the law and regulations such as Brunei Telecommunication Order 2001, AITI's Licensing & Regulatory Operational Framework, 2006.
- Drafting letters to obtain approval from the Regulator ie Authority for Information Technology Industry to conduct the company's product and services activities or campaigns.
- As a focal person managing the Legal, Regulatory and Corporate Secretary Division Quality Management System such as collecting data, internal and external customer satisfaction surveys, prepare and provide Management Review Meeting presentation and Minutes of Meetings.
- Drafting letters on legal matters.

ii) December 2013 - February 2014: Attachment with Abas Serudin & Partners Advocates & Solicitors, Brunei Darussalam

Responsibilities:

- Attending Creditors' Meeting with the counsel.
- Assisting the counsel in doing relevant legal research.

iii) September-November 2013: Attachment with Hale Zainidi Ong Advocates & Solicitors, **Brunei Darussalam.**

Responsibilities:

- Attending court mention/hearing with my superior with a view of learning the niceties of legal practice. Inter-alia, rendering assistance to my superior in Creditors' Meeting on bankruptcy cases. This included making Bankruptcy Search.
- Following with Creditors' Meeting, I put in record pertinent matters/ particulars agreed upon in the meeting by using the relevant templates provided.
- Making search on relevant case laws in law reports available in the chamber's library.
- Assigned to do translation (Malay to English on various matters including those related to Islamic Banking).

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iv) February- June 2013: SCALES Community Legal Centre (Southern Communities Advocacy Legal and Education Services Inc), **Perth, Western Australia, Australia.**

Responsibilities:

- Attending to and interviewing clients- identify their problems and asked them (individually) what they want me to do to sort out their problems;
- Embark on research on laws (statutes and precedents) relevant to their cases;
- Assisting clients in drafting their correspondence and/or do it for them on their behalf.
- Attending court sessions with mentors (senior lawyers).

v) January-February 2010: Attachment with Yu & Chiew Advocates & Solicitors Commissioner-For-Oaths, **Brunei Darussalam**

Responsibilities:

Drafting letters for clients.

- Do translation works – Malay language version to English language version or vice-versa.
- Researches on case law.

vi) August 2011: Took part in Murdoch Open Your Mind Day Volunteer services.

Responsibilities:

- Attending to students making enquiries on legal education in Murdoch University - lift the curtain on the law course conducted...the course structure and contents.

VI. Personal attributes

i) I believe I am a likeable person... approachable, industrious, dedicated and conscientious.

ii) have a good discipline and conduct.

iii) I can communicate effectively with clients and others with.

iv) Attending to and interviewing clients in both Malay and English languages.

v) I have experience in giving tuition on mathematics (2009, Australia).

VI. Achievements and Awards:

- **2017-** Awarded for Quality Management System focal person leader.
- **2011** –Vice President of Brunei Student Association Western Australia.
- **2010** –Secretary of Brunei Student Association Western Australia
- **2009-** Granted Award for **Best Performance** in Accounting and Finance by MUPC, Western Australia.
- **2004-**Received bronze medal in 5th ASEAN Age Group Chess Championship, Vungtau, Vietnam

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VIII. Extra-Curricular activities

- i). Chess player since 1994
 - Chess Champion in Duli Pengiran Muda Haji Al-Muhtadee Billah College, 2006
 - Represented Brunei in Chess events in SEA Games, Vietnam, 2003.
 - Represented Brunei in international chess tournaments :
 - a) Pattaya, Thailand, 2005.
 - b) Vungtau, Vietnam, 2004.
 - c) Singapore, 2002.
 - Represented Brunei in Chess Olympiad, Bled, Slovenia, 2002.
- ii). Chess club - Vice President in Duli Pengiran Muda Haji Al-Muhtadee Billah College Chess club 2006-2007.
- iii). Australian Mathematics Competition for the Westpac Awards, 2004
- iv). Participated in Young Agriculturalist Award Scheme, 2001 in Brunei.

X) Training and courses attended.

- i) 2015- Contract negotiation and mediation @ Radisson Hotel, Brunei Darussalam.
- ii) 22nd -23rd February 2016- Contractual Risk Assessment @ Park Royal Hotel Kuala Lumpur, Malaysia organized by Marcus Evans
- iii) 31st October 2018 -1st November, 2018-Internal Service Level Agreement @ Marriott Hotel, Kuala Lumpur, Malaysia organized by FDB.
- iv) 30-31st July 2019: Coaching and Training @ TelBru Learning Centre conducted by external trainer, Malaysia. Organized by TelBru.
- v) 10th July 2019: ABC Telecommunication Training @ TelBru Learning Centre, conducted and organized by TelBru.



Murdoch
UNIVERSITY



Dk Qalila Pg Mohd Omar

having fulfilled all requirements
of the Statutes and Regulations has this day been awarded the

Bachelor of Laws



Given under the seal of Murdoch University,
Perth, Western Australia,
this **Fourteenth day of August 2013.**

CHANCELLOR

VICE CHANCELLOR



Graduate 37847


CERTIFICATE OF COMPLETION

This is to certify

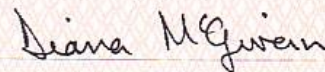
Dayangku Qalila Binti Pg Mohd Omar

has met the requirements of the

Murdoch University Preparation Course



Chairman
Alexander Education Group



Executive Dean
Murdoch Institute of Technology

Issued at: *Perth, Western Australia*
on *5 February 2009*

CRICOS Provider Code: 01125A
Certificate Number: 5125



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MURDOCH
INSTITUTE OF TECHNOLOGY
MURDOCH UNIVERSITY CAMPUS | PERTH

Academic Transcript

Specialising in University Direct Programs
Level 2, Education & Humanities Building
Murdoch University Campus, South Street,
Murdoch, Western Australia 6150
Tel: (618) 9360 1700 | Fax: (618) 9360 1701
admissions@murdochinstitute.wa.edu.au
www.murdochinstitute.wa.edu.au
CRICOS Provider Code 01125A | ABN 14 058 135 596

Murdoch Institute of Technology Academic Transcript

Student Surname: Pg Mohd Omar

Murdoch ID: 30887211

Start Date: 16/06/2008

Finish Date: 30/01/2009

Other Names: Dayangku Qalila

Preferred Name: Dayangku Qalila

Qualifications

Murdoch University Preparation Course

*** Course Completed ***

End of Qualifications Record

Start Block	Unit Code	Unit Title	Mark (%)	Grade
2008T2	PACF1	Accounting and Finance	92	HD
2008T2	PCOM1	Communications I	64	CR
2008T3	PICT1	Information Technology I	68	CR
2008T3	PMAM1	Management and Marketing	84	HD
2008T2	PMAS1	Mathematics and Statistics I	82	HD
2008T3	PMAS2	Mathematics and Statistics II	77	D

Issued without alteration

Diana McGowan

Executive Dean

Murdoch Institute of Technology

CRICOS Provider Code: 01125A

Date Printed: 9 February 2009



Murdoch

INSTITUTE OF TECHNOLOGY

MURDOCH UNIVERSITY CAMPUS PERTH

Individual Subject Award

presented to

Dayangku Qalila Binti PG Mohd Omar

for

Accounting and Finance

Diana McGivern

Executive Dean

24 March 2009

