



**NURULHUDA BINTI AZIZAN**  
**811016-02-5050**

**OBJECTIVES**

Having a stable and challenging career that used personal capability and creativity where I can enhance my skills and knowledge. Potential and commitment are the valuable assets of the company in order to work effectively efficiently with people of all levels when accomplishing all the tasks

**CONTACT**

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	Kedah Darul Aman		

**PERSONAL PARTICULARS**

<b>Date of Birth</b>	: 16th October 1981	<b>Marital Status</b>	: Single
<b>Age</b>	: 34	<b>Religion</b>	: Islam
<b>Gender</b>	: Female	<b>Health</b>	: Excellent
		<b>Nationality/Race</b>	: Malaysian/Malay

**RELEVANT EDUCATION**

**2002-2005**

<b>Level</b>	: Diploma of Business Management
<b>Name of Institution</b>	: Kolej Shahputra, Kuantan (UPM)
<b>CGPA</b>	: 2.556
<b>GPA</b>	: 3.75

**EXTRA**

**Personality**

- Practice Honesty, Loyalty and Hardworking.
- Resilience, Progressive and Purpose-Oriented.
- Independent, Good Professional Image and Attitude.

**Language**

- Capable to communicate in English and Malay.

## WORKING EXPERIENCES

<b>Company Name</b>	: <b>PETRONAS FERTILIZER (KEDAH) SDN. BHD.</b>
<b>Location</b>	: Km 3, Jln Jeniang, Gurun, Kedah.
<b>Position</b>	: <b>Supervisor Human Resource Management - Contract Basis</b>
<b>Date Joined</b>	: October '13 - Present
<b>Task Description</b>	<ul style="list-style-type: none"><li>: <b>People Performance &amp; Management:</b><ul style="list-style-type: none"><li>▪ Assist the staff to using mypassport system for completing their Individual Performance Contract.</li><li>▪ Involved in tracking and monitoring of completion of the Individual Performance Contract (i.e. via system)</li><li>▪ Assist the department with administration work and all operational duties.</li><li>▪ Performed frequent data checking to ensure accuracy in Performance Management</li><li>▪ Actively involved on analysis of the event chairman feedback, ensure Timeliness of mentoring assignment, finalize the practical trainee name list and prepared allowance and back charging for Internship.</li><li>▪ Handled on the monthly allowance payments for the internship</li><li>▪ Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc</li></ul></li></ul>

### **HRDF Contribution:-**

- Involved in preparing data manpower cost to Employee Relations & Services among the Non executives
- Prepared documentation to payment contributions
- Prepared memo to finance for cheque request.
- Responsible of record keeping/filing system on procedure document.
- Performed all administration task i.e. Meeting arrangement, process claims, Manage Club Account, Handle Staff Leave, Stationary and Custodian of scanner/printer/projector.

### **Capability Management:**

- Tracked and monitored staff trainings (i.e. update training attendance in training database, actively involved in communication with staff related to their training development)
- Ensure all eligible/ identified executives being assessed prior to their promotion and progression
- Involved in scheduling and planning of the assessment
- Responsible for filing and record keeping of the assessment
- Involved in Process documentation and prepare reports relating to personnel activities (staffing, training, performance evaluations etc.)

### **Other Contributions:**

- Experienced handling company events (i.e. liaised with other stakeholders e.g hotels, vendor and etc)
- Coordinator of 5S activities in department. \* Prepared Minute Of Meeting (MOM)

**Company Name** : **INOKOM CORPORATION SDN. BHD.**

**Location** : Mukim Padang Meha, Padang Serai, Kulim, Kedah

**Position** : **Admin Assistant Finance**

**Date Joined** : October '11 – October '13

**Task Description** : **Finance & Account Department**

- Assist in finance month/year end closing
- To assist in preparing financial reports and related schedules on timely basis.
- To assist in analysing monthly financial reports.
- To ensure all invoices/debit notes/credit notes/ receipts are properly prepared and approved.
- To assist in preparing debtors analysis; debtors statements and reconciliation after month closing.
- To ensure the collection from customer is on time.
- To prepare weekly and monthly sales revenue report.
- Assist in audit & tax matter.
- Ad hoc matters assigned by superior.
- To follow up outstanding invoice and other financial documents.
- Assist the department with administration work and all operational duties.
- Coordinator of 5S activities in department

**Skill**

- Familiar with MS Excel (vlookup system, Formula)

**Company Name** : **PETRONAS FERTILIZER (KEDAH) SDN. BHD.**

**Location** : Km 3, Jln Jeniang, Gurun, Kedah.

**Position** : i) Finance And Account Department  
: ii) Supply Chain Management Department  
: iii) Process Section (Technical Services Department)

**Admin Assistant Accounting – Contract Basis**

**Admin Assistant Contract Management – Contract Basis**

**Admin / Technical Assistant – Contract Basis**

**Date Joined** : August '07 – October '11

**Task Description** : **Finance & Account Department**

- Assist in finance month/year end closing.
- Assist in preparing monthly quarterly and annual report and schedules on timely basis.
- Assist in preparing cash flow forecast and financial Risk Reporting for submission to GTD.
- Assist and maintain vendor address book.
- To check all matched invoice debit note, credit notes and other related document.
- To follow up outstanding invoice and other financial documents.
- Assist and follow up check creditors reconciling items.
- To follow up outstanding financial documents.
- Assist and follow up debtors aging.
- To comply with tax obligation relating to company's operation such as sales tax and other.
- Formulate daily fund management strategies and ensure proper control and availability of funds at all times to meet company's operating need and operating.
- To prepare and monitor monthly interest income and accruals on fund investment.
- Prepare IFD include checking for adequacy of supporting document, identify the correct vendor code, bank details, cost elements and cost center, verify proper approval and ensure timely payment.
- Monitor cockpit to facilitate cash flow planning and fx booking.
- Coordinate WHT confirmation from user for payment to Non Resident Vendor.

**Task Description****: Supply Chain Management Department**

- Assist in preparation of Contract Agreement.
- Assist the Contract Executive in generate Outline Agreement using SAP system.
- Correspondence and communication with Contractor / Supplier / Vendor in related issue.
- Monitoring Contract Expiry and update all live Contract & Price Agreement.
- Responsible of record keeping/filing system on contract document i.e: Contract Agreement, Letter of Award, Bank Guarantee and Insurance.
- Assist the department with administration work and all operational duties.

**Skills**

- Experienced in doing once-off purchase as well as negotiation in price agreement.
- Well versed with PETRONAS Tenders and Contract Guidelines.

**Process Section (Technical Services Department)**

- Handle all administration task i.e Meeting arrangement, process claims, Manage Club Account, Handle Staff Leave, Stationary and Custodian of scanner/printer/projector.
- Responsible to register/update database on Plant Problem and Change Intent – Engineering Management of Change.
- Assisted Process Manager to prepare and updated section budget.
- Assisted PSM Engineer, Process Engineer and Process Manager in preparation of MC Paper, Board Paper, weekly report, monthly report and Technical paper related to PSM and process for proper documentation.

**Assisted PSM Section in Report and Documentation lodging:**

- Maintained and updated PSM documentation system for record retention and tracking of PSM implementation in the Company.
- Recorded and consolidated all PHA report and recommendations in PSM database and put in the existing online system.
- Recorded all PHA request and update the status of running for tracking purposes.
- Assist engineers to manage engineering inventory in online database.

**Skill**

- Excellent / Outdoor organizational and motivational skills.

## COMPUTER LITERACY

- Microsoft Office (MS Word, MS Excel, MS Power Point, Vlookup system, Formula)
- Internet Application
- Adobe Photoshop
- Word-pro
- SAP Systems
- iLintas Systems
- Web Cycle
- Citric
- BM Live/ GDMS System

## CURRICULAR ACTIVITIES

1. Attended Effective Document and Record Management Course.
2. Committee of PETRONAS AGRENAS Launching Day.
3. Attended English Language Program organized by PFKSB.
4. Attended Operating Performance Improvement (OPI) Module Training
5. Participated in “Hafazan Competition” during Majlis Tilawah Al-Quran
6. Committee of PFKSB Dialogue Session for Financial Year 2008/2009
7. Committee of PFKSB TSD Away Day
8. Participate in Emotional Spiritual Quotient (ESQ) Training.

## REFERENCES

<b>Name</b>	: <b>HANISAH BINTI BIDIN</b>	<b>Name</b>	: <b>NOOR MOHAMAD BIN NORDIN</b>
<b>Position</b>	: Human Resource Management Supervisor	<b>Position</b>	: Human resource management Executive
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