

Name : **Munizuraida Binti Mat Yusof**

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IC No. : 891017-03-5966

Date of Birth : 17 Okt 1989

Age : 25 years

Place of Birth : Kelantan

Nationality : Malaysian

Gender : Female

Religion : Islam

Race : Malay

Marital Status : Married

Health : Excellent

EDUCATION BACKGROUND

Level	: Diploma In Secretarial Science	Period	: 2008 - 2009 -completing May 2010 (Graduation)
Faculty	: Commerce Department		
Years Study	: 2 years		
Name of Institution	: Politeknik Sultan Haji Ahmad Shah (POLISAS)		
Location	: Kuantan, Pahang	CGPA	: 3.07

Level	: Sijil Pelajaran Malaysia (SPM)	Period	: 2005 - 2006 -completing Dec 2006
Years Study	: 2 years		
Name of Institution	: Sekolah Menengah Kebangsaan Tanah Merah 1		
Location	: Tanah Merah, Kelantan	CGPA	: -

Level	: Penilaian Menengah Rendah (PMR)	Period	: 2002 - 2004
Years Study	: 3 years		
Name of Institution	: Sekolah Menengah Kebangsaan Tanah Merah 1		

Related Skills :

1. Proficient with both MS Office 2003 & 2007 / XP (Word, Excel, PowerPoint, Outlook), knowledge of Internet.
2. Strategic management (Registered incoming and outgoing document & letter, registered file, making appointment and meeting schedule)
3. Trengkas
4. Shorthand
5. Document Control And IFC Drawing
6. Office Management

Languages : Bahasa Melayu – proficient, both oral and written.
English- proficient, both oral and written.

EXTRACURRICULAR ACTIVITIES

Year	Activity	Portfolio
2002-2006	Kadet Remaja Sekolah	Member
2002-2006	Kelab Pelancongan	Member
2005-2006	Acara Lompat Kijang	-
2009	Seminar Gerak Usahawan	Member
2013	Kursus Amalan Persekitaran Berkualiti	-

EMPLOYMENT HISTORY

EMPLOYER : SAPURAKENCANA PETROLEUM SDN BHD

Year : June 2011 – July 2012

Position : Document Controller Clerk (DCC)

Project Title : Provision Of Engineering, Procurement And Construction (EPC) Of Wellhead Platforms (CDW-B And CDW-C) For CENDOR Phase 2 Development Project Block PM-304

Client : Petrofac (Malaysia PM-304)

Job Description :-

- Responsible for the establishment of Document Control Procedure. The document Procedure shall include drawing schedule control procedure. Document submitted and receive procedure, secrecy observation procedure and document status indication procedure.
- Liaison with the project team member for preparation of all technical submissions. Ensure all the submissions are submitted in timely manner, appropriate approval/rejection are obtained and formally recorded and that changes and revisions are managed as part of document control process.

- Keep track of all document correspondence and transactions. Maintain and update all document registers.
- Control of issue and receipt of all documents and drawing.
- Monitor and update any change and modification to the technical documents. Highlight any deviation to Engineering manager for attention.
- Liaison with project team for the preparation of presentation materials if necessary.

EMPLOYER : UNIVERSITI TEKNOLOGI PETRONAS (UTP)

Year : August 2012 – Present

Position : Administrative Assistant (AA)

Department : Chemical Engineering

Report to : Head of Academic Department & Administrative Executive.

Job Description :-

- Assist the Executive, Academic Administration in all matters and activities pertaining to academic and administration of respective departments, and provide secretarial support services to Head of Academic Department.
- Check, verify and record staff leave application and to forward it to the respective approver.
- To forward and record staff's claim form to relevant personnel for verification and approval.
- To ensure that all the academic related claims. Invoices and purchase requisition (PR) are accurate, filled and submitted on time.
- To arrange venue, equipment or refreshment (if applicable) for any departmental level or official meeting.
- To organize and call for a meeting, arranging for workshop and seminars, sourcing for external services providers as and when required for any department or academic activities inclusive of calling for quotation and raising.
- Implementing all establish guidelines, procedures, and policies on academic matters in order to ensure smoother running of the department's office.
- Ensure that all academic related files, record, documents, forms and stationery are available, up to date and kept in good order.
- To facilitate department in matters pertaining to human resource management (HRM) such as the appointment of part-time staff (lecturer, Tutor, demonstrator etc.), processing of academic staff and part-time staff's claims, medical leave application, and etc.
- Act as Secretary to Head of Academic Department to arrange, confirm and remind HOD on their appointments, entertain telephone calls/fax on HOD behalf, and

forward and remind HOD on documents which require their signatory, comment and approval.

- To ensure that all academic administrative matters at departmental level area are aligned with the policy, procedure and guideline set by the university.
- To record and forward student's leave application, change of program, course exemptions, add/drop courses, transfer of credits, deferment etc. to HOD for verification/approval.
- Perform other duties as and when requested by superiors.
- Proactively involve in the implementation and maintenance of corporate wide Quality Culture Process (QPC) and Health, Safety and Environment (HSE).
- To maintain confidentiality of verbal or written communications between HOD and other parties.
- To ensure that all academic administration matters are aligned with the guidelines and procedures set by the university.
- Ensuring that all department's related files, records, documents and forms are up to date and kept in good order.

MISCELLANEOUS

Willing to Travel	Yes
Willing to Relocate	Yes
Possess Own Transport	Yes
Current Salary	RM1800
Expected Salary	Negotiable

REFERENCE

Mohd Azizal Sanil
QAQC Engineer CENDOR Phase 2
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