



NURRUL IFFAH AQILAH BINTI ABU AHAD

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PROFESIONAL SUMMARY

Fresh graduate with a degree in logistics, eager to apply theoretical knowledge and practical skills in a professional setting. Proficient in supply chain management, transportation logistics, and inventory control. Strong problem-solving abilities and a proactive approach to challenges. Seeking an opportunity to contribute to a dynamic team and gain hands-on experience in the field of logistics.

WORK EXPERIENCE

TRIPLE S MARITIME ENGINEERING SDN BHD |

July 2024- current

- **Operation / Procurement Assistant**

- Review and complete requisitions; assign or enter vendor numbers.
- Identify requisitions needing purchase orders, contact vendors for product availability and pricing, and secure purchase order numbers
- Maintain and update vendor files; process invoices and receive reports.
- Communicate with accounts payable to ensure timely invoice payments; provide technical support regarding purchasing systems.
- Manage entry of time records, payroll documents, purchase orders, and other procedural forms.
- Assist with accounting tasks, competitive bids, and other assigned duties.

TGS MARITIME TECHNOLOGY SDN BHD | Internship

March-July 2024

- **Operation Department**

- Assist in checking daily stock spare part for turbochargers, fifi pump and engine of the client's vessel.
- Assist update "in and out project" in the system based on the gate pass of each job.

- **Purchasing Department**

- Assist in handling the purchase of the inventory based on the requisition form fulfilled by the requestor.
- Assist in making a deal with the supplier, which is based on the quotation.
- Involved in making the inspection all inventory which is accepted or rejected.

- **QA/QC Department**

- Assist in updating the work pack of each job based on the quotation for easy to trace the job was close or still on-going.

EDUCATION

Bachelor of Industrial Logistics (Hons)

Universiti Kuala Lumpur Malaysian Institute of Industrial Technology, Pasir Gudang

Jan 2022 – July 2024

- **CGPA:** 3.75
- **Final Year Project:** Model Of Production of Efficiency and Simulation Development at Malee Mineral Water Sdn Bhd.

Diploma in Integrated Logistics Management

Mara Professional College, Bandar Penawar (KPMBP)

Oct 2019 - Nov 2021

- **CGPA:** 3.55

ACHIEVEMENTS

- Dean List Award for all Semester during Degree (2022 – 2024)
- Dean List Award for 3 Semester during Diploma (2019-2021)
- Leftenan Muda Pertahanan Awam Malaysia (2023)
- President of Rhino Futsal Mitec (2023)
- Exco Academic Kelab Generasi Takzim (2023)
- Gold Medal Netball Sukan Masiswa Zon Selatan (2023)
- Duta Perpaduan Johor (2022/2023)
- Majlis Perwakilan Pelajar (KPMBP)(2021/2022)

LEADERSHIP EXPERIENCE

- Project Manager “CSR Cleaning the Legaran Tanah Putih Tg Sedili” | Tanjung Sedili, Kota Tinggi *Jan 2024*
- Project Manager “Jauhar Young Leader 2023” | SMK Layang-layang, Kluang *Oct 2023*
- Project Manager “Tournament Futsal” | UniKL MITEC *May 2023*
- Vice Project Manager, “Ramadhan @ Masjid Kg Sg Tuan Seh” | Tanjung Sedili, Kota Tinggi *Apr 2023*
- High Committee “Back to School 2023” | Larkin, Johor Bahru *Mac 2023*
- High Committee “Selembut Kasih Ramadhan” | Ayer Biru, Pasir Gudang *Apr 2023*
- Facilitator Welcoming Orientation Week | UniKL MITEC *Jan 2023 – Sep 2023*

ADDITIONAL SKILLS

Technical Skills

- Proficient in Microsoft Office (Word, PowerPoint, Excel), Google Workspace (Gmail, Google Meet, Google Drive), online editing poster and video (Canva, Capcut)
- Basic experience in Pro Model version 7.5 application and WITNESS Simulation Modeling Software

Soft Skills

- Excellent written and verbal communication skills and strong problem-solving and analytical skills.
- Enjoy working as a team member as well as independently and proven leadership and organizational abilities.

LANGUAGES

- Malay (Native speaker)
- English (Intermediate in oral and written)
- Mandarin (Basic oral)

LICENSES

- B2 (Motorcycle)
- D (Manual Car)
- Able to travel

REFERENCES

Dr Yong Salmah Nasir

Senior Lecturer UniKL MITEC

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Hasbillah bin Sairee

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