



# MUNIRAH SOFEA BINTI MUKRIM

Assistant manager

+60132991710

 [munirah.sofea@gmail.com](mailto:munirah.sofea@gmail.com)

## Summary

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An optimistic individual that open to dabble in any fields in order to develop and enhance various skills with the final journey to become a manager

## Work Experience

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### Assistant manager

Apr 2023 - Present

Universiti Tunku Abdul Rahman

Search and liase with suppliers to get the best product with affordable price for purchasing

Prepare the PO, PR and Purchase Request.

Done paperwork for tender and purchasing approval

Manage and communicate with Finance department for payment

Maintenance management

Handling monthly and yearly audit internally as well as liase with outsource inspection

Risk Management

Make sure students and staff adhere to OSHA.

Create SOPs for risk management.

Adhere to regulations.

Verified the monthly inspection.

Review and record HIRARC and HRA documentations

### Product Specialist

Jun 2022 - Mar 2023

KGC RESOURCES SDN BHD

Trained in handling and maintenance of sales product.

Commission laboratory instruments to the customer.

Research and solve the problems regarding client's purchase equipment

Manage to get at least 5 purchase orders per month.

Proficient in handling universities tender (UKM, UM, UiTM and etc) as well as e-perolehan.

Successfully sold 6 products from face to face sales in a day.

Warehouse product stock management and audit

## Part time Tutor

Jun 2022 - Nov 2022

MasterMath Sdn Bhd

Teaching subject: Addmath, Modern math, Physic and Chemistry

Teach the students theory and how to answer the SPM questions.

Marking the students test papers for their monthly evaluation

## Education

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<b>Undergraduate (Bachelor's Degree or equivalent)</b>	2022
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Universiti Teknologi MARA (UiTM)

<b>Pre-University (A-Levels, Foundation, Diploma or equivalent)</b>	2019
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Universiti Teknologi MARA (UiTM)

<b>Secondary School</b>	2017
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sekolah menengah sains aishah rohani

## Certificates & Training

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<b>Combating Terrorism Financing</b>	2024
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Basil Institute

<b>Operational Analysis of Suspicious Transaction Reports</b>	2024
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Basil Institute

<b>PMP Formula</b>	2024
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Microsoft

<b>Project Manager Engagement with Stakeholders</b>	2024
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Microsoft

<b>PMP Application Process and Practice Exam</b>	2024
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Microsoft

<b>Project Planning: Putting It All Together</b>	2024
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Google

<b>Project Execution: Running the Project</b>	2024
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Google

<b>Troubleshooting and Debugging</b> Google	2024
<b>Technical Support Fundamentals</b> Google	2024
<b>The Bits and Bytes of Computer Networking</b> Google	2024
<b>Operating Systems and You: Becoming a Power User</b> Google	2024
<b>System Administration and IT Infrastructure Services</b> Google	2024
<b>IT Security: Defense against the digital dark arts</b> Google	2024
<b>Project Initiation: Strating a Successful Project</b> Google	2024
<b>Crash Course on Python</b> Microsoft	2024
<b>Using Python to interact with the Operating System</b> Microsoft	2024
<b>Introduction to Git and GitHub</b> Microsoft	2024
<b>Work Smarter with Microsoft Word by Microsoft</b> Microsoft	2024
<b>Basic First Aid</b> Red Crescent Society Malaysia	2023
<b>Data Analysis and Interactive Dashboard Reporting in Excel</b> Universiti Tunku Abdul Rahman	2023

## Extracurricular

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### Marker for Asia Physic Olympiad 2024

2024

Marker for student test paper

Communicate with every country's representative to achieve the fair marks

### Treasurer of FORSIS Society

2021

Treasurer of (FORSIS)

Manage the club money to create events and gained RM 550.00 of profits.

Exco entrepreneurship and career

Gained a profit of RM 200.00 through selling foods at bazaar.

Treasurer of FORSIS Annual Grand Meeting 2018/2019 programme

Gained a profit of RM556.00 through participation fees.

Exco simulation for Lookin' The Impostor! Who did it 2020 programme

Created a perfect crime scene to stimulate participants' critical thinking in search for the murderer

## Languages

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**Japanese**

Conversational

**English**

Native

**Malay**

Native

## Skills

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Analytical Skills

Sales

Management

Project Management

it support

Python (Programming Language)

Microsoft Excel

Microsoft Word