

**:: PERSONAL PARTICULARS ::**

**Name** : Nur Jaliah Bt Syed Aboo Thahir  
**IC No** : 890318-10-5564  
**Address** : No 7, Jalan Bukit Mewah 81, Taman Bukit Mewah 43000 Kajang Selangor  
**Email** : afishess@yahoo.com  
**Sex** : Female  
**Age** : 27 Years old  
**Date of Birth** : 18 Mac 1989  
**Marital Status** : Single  
**Race** : Malay  
**Nationality** : Malaysian  
**Religion** : Muslim  
**Height and Weight** : 153 / 50kg  
**Health** : Excellent  
**HP No** : 016-333 1357

**:: EDUCATION BACKGROUND ::**

**Bachelor of Business Administration with Hons**

Open University Malaysia (OUM)  
Major: Human Resource Management  
CGPA: 3.21

**Diploma in Business Studies**

MARA College  
Major: Business Studies  
CGPA: 3.41

**Sijil Pelajaran Malaysia (SPM)**

Sekolah Menengah Kebangsaan Taman Jasmin 2, Kajang  
Specialized: Accounting

**Penilaian Menengah Rendah (PMR)**

Sekolah Menengah Kebangsaan Saujana Impian, Kajang

## :: WORKING EXPERIENCE ::

### Employment History

**Aug 2015 – Present**

**Ben Line Agencies (M) Sdn Bhd  
Offshore Department**

Position: - Offshore Operations Executive

Job Description:-

1. Assist Offshore Manager day to day operations
2. Monitor enquiries, send acknowledgement & matters to be followed up from client/ branches
3. Monitoring visit reports from HQ & branches - any action item required by BLAM
4. Monitoring daily tracker updates from branches, need to be on time and with complete info
5. Daily update on the list of jobs performed by all branches
6. Twice monthly updates on the status of the offshore revenue & profit
7. To compile rate schedule for each branches and maintain standard template
8. To compile all 3rd party costs & charges by sub-agent
9. Daily operations – arrange and managing crew accommodation & transportation/ flights/ medical coordination/ booking
10. Accruals report to be updated and sent to Finance
11. Monitor & assist visa application from client for non-malaysian
12. Logistics arrangement
13. Crewing arrangement

**Jan 2014 – July 2015**

**SapuraKencana Petroleum Berhad  
Logistics Management - Operation Department  
Engineering & Construction – Malaysia Division**

Position: - Logistics Executive

Job Description:-

1. To attend ALL calls wrt the operations especially from PMT
2. Providing the information to PMT to ease the delivery with minimal costs involved
3. Follow up with PMT on any outstanding information to avoid delays in the delivery plan
4. Assist PMT in coordinating their personnel movements related to projects
5. Ensuring that the required permits and approval are well prepared and coordinated for the mobilization for projects i.e. Direct Importation, Direct Release, Exemptions, Temporary Import, Import Permit, COA (CIDB), BG, PB etc.
6. Always up to date on any monitoring work and responsible to advise PMT on movement of vessel/equipment which reflects/involves logistics S.O.P

7. Ensure that all the I.O to the service provider are given on a timely basis or allowable period
8. Liaise with shipping agent on their specific assignments
9. Following up with Shipping agent on the vessel and cargoes movements
10. Liaise with Procurement department for related project materials deliveries
11. Ensure that all the required documentations are prepared in an advance period to avoid potential disputes
12. Coordinating with all relevant departments in ensuring the delivery of materials made on time
13. Ensure that all delivery requirements are attended and delivered on time
14. Updating the Logistics Manager on the issues or current matters wrt Logistics
15. Coordinate with Offshore key personnel (authorised) in movement of vessel and delivery of materials to the site
16. Update all the required information as the data base as per directions from the Senior Manager
17. Ensure that the best practices (S.O.P) are followed as routine job processes
18. Interface with sub-con (logistics agent/vendor) on logistics process & procedures, as well as to monitor & minimize any outstanding issues/payment
19. Interface with various depts. such as Operation/ Manpower/Procurement/Engineering on assisting, coordinating & providing solutions with regards to logistics execution & planning purposes
20. Guide and assist colleagues on day-to-day logistics matters
21. Liaising with logistics base representative for marine and logistics activities and procedures
22. Prepare CIPL and Delivery Order
23. To prepare duty and tax cost inventory of the project materials for management team review
24. Assisting IO team to prepare IO/WO documentation if required
25. Assisting Manager to prepare presentation material if required
26. Build good relationship with Government/authorities-Custom/Immigration
27. To organize a meeting with agent/sub-con regards logistics issuance
28. Liaise with SKOB and MWB Warehouse department regards materials delivery
29. Expedite clearance and delivery each project materials related to project/ Asset
30. To plan and expedite vessel clearance
31. Assist to expedite delivery of off-hire equipment's and materials to vendor

**Oct 2010 – Dec 2013**

**SapuraKencana Petroleum Berhad  
Logistics Management - Operation Department  
Offshore Construction & Subsea Services Division (Domestic)**

Position: - Management Coordinator

Job Description:-

1. Assist Senior Manager and Logistics Manager on day-to-day management and administration

2. Monitoring calendar of SM
3. Monitor and arrange staff travelling requisition and accommodation
4. Monitoring and compiling staff claims (expenses, entertainment, etc)
5. Managing event management (roadshow) for Local Authorities and Malaysian Custom
6. Managing token for roadshow
7. Liaise with vendor and agent for general requisition
8. Coordinating with all relevant departments in ensuring the Instruction and Work Order signed on time
9. To issue Instruction Orders and Work Order for all marine and logistics related jobs
10. Ensure that all the Instruction and Work Order to the service provider are given on timely basis or allowable period
11. Monitoring staff leave and movement
12. Tracking staff daily activities
13. Administer and manage requisition staff and other services needed (new/ extension)
14. Management Filing System
15. Tracking and record invoices in and out
16. Preparing memorandum/ management paper
17. Coordinate with Corporate Human Resources related to HR matters (training, staff requisition/ Manage courier services (Domestic and International/ Transmittal
18. Staff recruitment/ general matters, etc)
19. Updating the Logistics Manager on the issues or current matters wrt Logistics
20. Ensure proper filing and easy references for future and storing the old documents

**1<sup>st</sup> June 2010 – 20<sup>th</sup> August 2010**

**University Tenaga Nasional (UNITEN), Kampus Putrajaya  
Property Management Service Department  
Administration Unit**

Position: - Internship

Job description:-

1. To assist in managing tenancy and leases, purchase administration, billings and rental collections, transportation services
2. To assist in managing the appointment and renewal for the tenancy agreements
3. To prepare appropriate data on rental of units quarters, shop lots, transportation requested
4. To assist logistic preparation of all functions or events held in UNITEN are well prepared
5. To assist on the conducting orientation program for new employees in UNITEN
6. To assist on the prepare dining tables for the Artificial Intelligent Solution for R&D program.
7. Maintain all the university vehicles are in good condition and ready to be used
8. Fulfill all requirements for transport from students and staff and providing shuttle bus services

9. To assist to manage venue booking and coordinate all requirement from customer
10. To assist in managing the catering for function held in UNITEN
11. To assist in managing Caterer that provides food for functions carried out at UNITEN
12. Make a letter of completion and invoice from caterer

**:: CERTIFICATE ::**

- Dean's List Award (GPA : > 3.5 and 3.7)
- Excellent Academic Award (GPA: 4.00)
- College Outstanding Performance Award (COPA)
- Certificate of Appreciation (Academic Award 2009)
- Certificate of Attendance (Human Resources Management Festival)
- Mr. Accounting Certificate
- Certificate of Social Welfare
- Certificate of Business Studies Associate
- Certificate of Spiritual and Motivation camp

**:: LANGUAGE ::**

- Malay
- English

**:: SKILLS & EXPERTISE ::**

- Oil & Gas
- Management
- Human Resource
- Administration
- Procurement
- Contract Management
- Logistics
- SAP System
- Microsoft Office
- Event Management

**:: ADDITIONAL INFORMATION ::**

Willing to travel : Yes  
 Current salary : RM4, 400.00  
 Expected salary : RM5, 500.00  
 Availability : 1 month notice

**:: REFERENCE ::**

**Name** : Sulaiman Abdul Samad  
**Telephone No** : 019-381 8046  
**Position** : Senior Manager, Logistics Operation  
**Company** : SapuraKencana Petroleum Berhad

**Name** : Pn. Suziana Bt. Saufi  
**Telephone No** : 019-3896244  
**Position** : Administration Officer  
**Company** : University Tenaga Nasional, Kampus Putrajaya