NAAZIRA FAZIL

LAB ADMINISTRATOR | INVENTORY ASSISTANT

CONTACT

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PROFILE

Detail-oriented Lab Administrator & Inventory Assistant with over 3 years of experience in laboratory operations, inventory control, procurement, documentation, and technical support. Strong ability to troubleshoot equipment, manage purchasing processes, and support engineering/testing teams. A fast learner with excellent organizational skills, able to work independently or in a team. Seeking a role in a dynamic organisation with opportunities for growth and skill development.

LANGUAGES

- Malay
- English

EDUCATION

Politeknik Seberang Perai

Diploma in Electronic Engineering (Computer)
2016-2019
- Grade A in Electrical Wiring, Electrical Computer Aided Design and Autocad
- Final Year Project entitled "Wall Sensor Robot"

Sekolah Menengah Kebangsaan Sungai Gelugor

Sijil Pelajaran Malaysia (SPM)
2014-2015
- Distinction in Accountancy and Economy Stream
- Reach the school level marching competition.

WORK EXPERIENCE

UST Global Malaysia Sdn Bhd
Jan 2022- Present
Assistant II - Lab Administrator

- Prepare and organize laboratory materials, computer-related equipment, and test units required for daily operations.
- Handle purchasing tasks, including creating purchase requests, communicating with vendors, and monitoring order status.
- Manage lab inventory by updating stock records, conducting regular checks, and ensuring proper storage and labeling of items.
- Process shipments by packing items, creating shipment entries in the system, and maintaining accurate documentation for all incoming and outgoing units.

CORE SKILL

- Inventory & Procurement Management
- Laboratory Operations
- Equipment Calibration & Maintenance
- Documentation & Reporting
- Troubleshooting (Hardware & Lab Equipment)
- SAP Ariba, ISM Shipment System
- Microsoft Word, Excel, PowerPoint
- AutoCAD, Adobe Photoshop

REFERENCES

- SEGi Collage Penang
  Name: Dr Ho Kok Ho
  Position: Head of Department
  School of Engineering
  Phone Number:+011-12360675

- UST Global (Malaysia) Sdn Bhd
  Name: See Toh, Kah Wai
  Position : Lead Management
  Phone Number:+016-4102278

SEGi Collage Penang Malaysia
Jun 2021 - Jan 2022 (Contract)
Lab Technician

- Conducted lab experiments and prepared engineering equipment for academic subjects.
- Ensured timely calibration of laboratory equipment and coordinated with vendors.
- Assisted in research and development involving engineering machines and equipment.
- Managed purchasing requests and monitored invoice tracking.

Motorola Solutions Malaysia Sdn Bhd
Sept 2020 - May 2021 (Contract)
Electromagnectic Compatibility (EMC) Test Technician

- Performed testing procedures, validated test data, generated test reports, and completed related tasks as required.
- Made independent decisions with minimal supervision, identified failures, and conducted troubleshooting.
- Prepared units under test (UUT) and ensured accurate testing procedures.
- Managed calibration schedules and coordinated with vendors to ensure timely servicing of laboratory test equipment.

Sophic Automation Sdn Bhd
Jun 2019 - Sept 2020
Project Support IT Technician

- Set up and configured CCTV camera systems for MBPP using IBM products, ensuring the use of original components for quality assurance.
- Installed and configured server operating systems including Windows Server and Linux Server.
- Documented work progress, created process flow diagrams, and provided feedback reports.
- Troubleshoot and resolved technical issues with vendors to maintain system performance and minimize downtime.

Inari Technology Sdn Bhd
Dec 2018 - Apr 2019
Industrial Trainee as IT Technician

- Installed and configured software and system functions based on technical specifications.
- Maintained detailed records of repairs, fixes, and routine maintenance tasks.
- Diagnosed and resolved issues related to PCs, networks, and printers.
- Ensured the security and privacy of computer systems and network infrastructure.