

NORDALILA BINTI MUHAMMAD SUHKRI

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Experienced Japanese speaking navigation software editor for a globally recognized technology client, with a background in Electrical Design Engineering. Seeking a position to utilize my technical expertise and background, aiming to contribute to the organization's growth and development. With a solid grasp of alternative thinking principles, meticulous attention to detail, and exceptional communication skills, my goal is to deliver precise and dependable solutions that align with the organization's objectives.

EXPERIENCE

(JULY 2022 - PRESENT)

SENIOR PROCESS ASSOCIATE – COGNIZANT TECHNOLOGY SOLUTIONS

- Achieved accurate data management by updating customer records in real time, exhibited exceptional alertness and responsiveness during various events and natural calamities to promptly update users with crucial information.
- Collaborated with a diverse team of experts to ensure accurate and culturally appropriate translations for international markets.
- Efficiently managed a high volume of incoming leads during series of disaster, particularly heavy natural disasters in Japan.
- Led training sessions for internal teams and external vendors to enhance their understanding of localization best practices and ensure consistent quality standards.
- Demonstrated commitment to follow client policies and guidelines to ensure consistency and reliability in information dissemination.

(APRIL 2020 - MAY 2022)

ELECTRICAL DESIGN ENGINEER - MEIDENSHA CORPORATION

- Created, revised, updated, and issued drawings for different switchboard types, adhering to the Japan standards (JIS, JEM) for switchgear and control gear assemblies ranging from low voltage 105V up to high voltage 66kV, including transformer switchgears and monitoring switchgears currently used in various locations across Japan.
- Worked on projects such as NHK Toyama Broadcasting Hall, Watanabe Steelworks Ltd, Central Nippon Expressway Company/NEXCO Central, NHK Broadcasting Centre, and Tohoku Electric Power Kouzashi Substation.
- Collaborated with colleagues from departments such as Mechanical Design, Assembly, and QA to ensure smooth switchgear design processes and meet organizational goals.
- Designed electrical schematic diagrams using AutoCAD, aligning with customer requirements. Analyzed single line diagrams of project systems and provided recommendations for improvements to the Sales & Technical team.
- Selected appropriate electrical components based on specifications, sourcing from various suppliers.
- Ensured timely availability of components by coordinating with the Purchasing Department for assembly and delivery.

EDUCATION

(2016-2020)

BACHELOR'S DEGREE IN ELECTRICAL AND ELECTRONIC INFORMATION ENGINEERING

TOYOHASHI UNIVERSITY OF TECHNOLOGY

(2014-2016)

DIPLOMA IN ELECTRICAL AND ELECTRONICS ENGINEERING

UNIKL-IPROM MALAYSIA JAPAN HIGHER EDUCATION PROGRAM

SKILLS

- Proficient in various computer applications, including Microsoft Office Suite, navigation software, and AutoCAD.
- Strong project management skills to develop comprehensive project plans, defining project scope, objectives, deliverables, and milestones.
- Demonstrates proficiency in real-time data management, efficiently handling and processing large amounts of data in a fast-paced environment to ensure accurate and up-to-date information.
- Skilled in crisis management, responding promptly to events and natural disasters while maintaining composure and alertness, delivering essential information to users.
- Meticulous attention to detail combined with exceptional problem-solving abilities, recognizing the critical nature of the information provided to users.
- Ability to work collaboratively with diverse groups of individuals, promoting teamwork and achieving shared goals.
- Multilingual proficiency, including Bahasa Melayu, English (business level), Japanese (business level, JLPT N2), and intermediate French (DELF B1), enabling effective communication in various contexts.