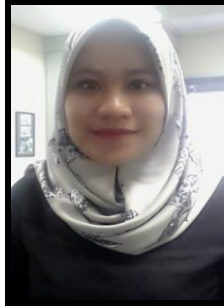


RESUME



NOOR HIDAYAH KAMARUZAMAN

Personnel Particulars

Age	:	23 Years
Date Of Birth	:	08 th September 1991
Nationality	:	Malaysia
Marital Status	:	Single
Hp No	:	016-7962470
Email	:	safety.admin@malakoff.com.my
Address	:	No 18 Kg Timur Laut , 82020 Pontian, Johor

Educational Background

Highest Education

2014	Safety and Health Officer Course (SHO)
2014	Niosh Tenaga Safety Passport (NTSP)
2009 – 2012	Diploma office Management and System (Secretary) Universiti Teknologi Mara/UITM (Melaka)
2008 – 2004	Sijil Pelajaran Malaysia (SPM) Sek. Men. Keb. Teluk Kerang

Employment History

1. Company Name	:	MALAKOFF POWER BERHAD (Tg.bin Power Plant) (25 November 2011 25 February 2012 -Practical)
Position Title	:	Safety Admin
Position Level	:	Non Executive
Specialization	:	Administration
Industry	:	Power Plant Construction

2. Company Name : MALAKOFF POWER BERHAD (Tg.bin Power Plant)
(5 March 2012 – Present)
Position Title : HSE Secretary/Admin
Position Level : Non Executive
Specialization : Administration
Industry : Power Plant Construction

Work Description / Responsibilities

- To maintain the documentation of schedule waste management
- To assist in administration activity
- Update HSE inspection report database and follow up with action status.
- Update HSE action plan database such as investigate accidents, stop card, toolbox program, fire drill & PTW audit & training status and safety passport.
- Involved in planning, organizing, controlling and maintaining a safe and healthy environment for work
- Travel management (hotel booking/ticket)
- Meeting management (schedule meeting)
- Issue ID Pass & Swap card & vehicle pass & AGT Card & Forklift for all in-house contractor & permanent staff (1000 workers) and renew by yearly.
- Control HSE Documentation
- Monitoring of issuance Safety Jacket, Safety Shoes, & T-shirts to all staff.
- To assist in organizing and implementing occupational safety, health and environment program at the work place.
- To responsible in collecting facsimile transmittals and incoming correspondence letters forward to head of different personnel or department accordingly;
- To draft and type some of the correspondence letter and property filed in Company's file(s);
- To carry out any specified duties as may be instructed or delegated by senior management from time to time; and
- Responsible to maintain HSE department stationary & requirement especially for outage.
- To ensure that the policies of the Company are followed at all times
- Responsible to “DOE E-CONSINGMENT NOTE & IVONTARY”
- Managed induction or briefing for new workers and visitors.
- Managed Safety Department Order, Invoices, Quotation and Receipt.
- Liaise to auditor, visitor, contractor and vendor.
- Managed and Updated “MATRIX V SYSTEM” for plant. (door accessibility)
- Prepared “PFSA & PFSP” for audit.
- Managed training” Authorized Gas Tester and Entry Supervisor for Confined Space” for staff.
- To set up and maintain effective filing system.
- Monthly HSE Report
- Follow up Incident Report Status
- Review Hirarc & Procedure
- Updated HSE yearly Budget

Experience

- Almost 4 Years’ experience in Safety and Administration Department at Malakoff Power Berhad Tanjung Bin Power Plant as a HSE Secretary/Admin.

Activities

- Received Award Form UITM as “Tokoh Sukan 2011”
- Involved in “Jamuan Berbuka Puasa Malakoff Power 2012” as bureau Logistic

- Involved in “Jamuan Hari Raya Malakoff Power 2012” as Bureau Food & Beverage
- Involved in ‘ERT Team Malakoff’
- First Aider Malakoff Power
- Organized Health Day
- Organized HSE Day
- Organized Treasure hunt competition
- Organized Bowling/Fishing Competition
- Involved in “Majlis Kesyukuran Malakoff Power Berhad 2014

Skills /Capabilities

Capabilities

Computer Skills : Familiar with Microsoft Office Applications such as Excel, Words, Publisher, Power Point, Internet Explorer , SAP and Matrix v system.

Interpersonal Skills - Posses good interpersonal skills

- Love challenges and fast learner
- Able to work in team and independently
- Able to work under pressure
- Able to work overtime.
- Hardworking and responsible
- Positive attitude and self-motivated
- Possess good management skills and able to work with all levels of staff
- Willing to travel and posses clean driving license

Languages

Language	Spoken	Written
English	3	3
Bahasa Melayu	5	5
Bahasa Cina	1	0

Reference

Name: Norishah binti Harun
 Position: HR Executive
 Telephone Number: 07-6972288
 Email Address: norishah.harun@malakoff .com.my

Name: Jailani Husaini
 Position: Safety and Health Executive
 Telephone Number: 07-6972288 /013 7650665
 Email Address: Jailani.husaini@malakoff.com.my