

RESUME

Personal Details

Name : Fazilah Binti Musa
Birth date : 14 June 1975
IC No (New) : 750614-01-6190
IC No (Old) : A 3023145
Age : 38 years old
Nationality : Malaysian
Race : Malay
Status : Married
Language : Malay, English, Japanese
Permanent Address : No 27, Jalan Beringin 8, Taman Rinting 81750 Masai Johor
Handphone no : 012-7035573

Educational Background

1988 – 1990 Sekolah Seri Puteri Kuala Lumpur
SRP 7A 1A2

1991 – 1992 Sekolah Seri Puteri Kuala Lumpur
SPM Grade1 12 Aggregates

1993 – 1995 Ambang Asuhan Jepun, Malaya University
Passed the Japan Ministry of Education Examination
Passed the Japanese Proficiency Test Level 3

1995 – 2000 University of Hokkaido, Sapporo, Japan
Degree in Agrobiolgy and Bioresources, majoring in Plant Pathology
Passed the Japanese Proficiency Test Level 2 & 1

Working Experience

June 2000 – Sept 2002 DIC Epoxy (Malaysia) Sdn Bhd
Position: Process Engineer
Responsibilities:
1. Monitor and control the DCS (Distribution Control System)
2. Conduct technical/process study for process improvement or modification
3. Prepare planning for SDM (Shut Down Maintenance) for DCS system
4. Trouble shooting the in-process analysis facilities
5. Internal Quality Auditor for ISO 9001 : 2008

Sept 2002 – present

Delfi Cocoa (Malaysia) Sdn Bhd

Position: Section Head Quality Assurance – Chemical Analysis

Responsibilities:

1. Manage the operation of chemical and physical laboratory
2. Monitor the quality of finished product- (cocoa powder, cocoa butter, cocoa mass) raw material (cocoa beans, additives) and packaging material
3. Product release and allocation to customer
4. Handle the non-conformance case for in-process and finished product
5. Conduct investigation for customer complaint
6. Monitor/control the inventory stock for finished product, manage the blocked stock for rework or downgrade
7. Perform the local/export shipment transaction for OPM (Oracle Production Module)
8. Lead a group of 19 staffs (lab operator, lab assistant, clerk, technician, supervisor and junior executive)
9. HACCP Working Committee
10. Internal Quality Auditor for ISO 9001 : 2008 and BRC Food Issue 6
11. Halal Executive for Internal Halal Committee
12. Sensory Panelist

Training /Course Attended

Nov 2000	Basic Occupational First Aid Programme by Hospital Penawar
June 2001	ISO 9000 : 2000 Understanding Key Concepts and Requirement by Partners in Quality Consultancy Sdn Bhd
July 2001	Internal Quality Auditor by Neville Clarke
July 2001	PC Maintenance Skills by Pupastri
Oct 2001	Basic Chemical Safety by Malaysian Institute of Personnel Management
Feb 2002	ISO 9001 : 2000 2 nd Revision by Sirim Training Services
Apr 2003	HACCP Principles : Guidelines for Implementation & Use by SGS
Aug 2003	Chemical Health Risk Assessment for Laboratories by Institut Kimia Malaysia
Dec 2003	HACCP Verification Training Course by SGS
Mar 2006	Quality Management Representative Skills by SGS
Apr 2007	Internal Auditor Course ISO 9001:2000 by Bureau Veritas
Sept 2007	Introduction to Identification and Evaluation of Environment Impacts and Aspect by Bureau Veritas
Sept 2007	ISO 14001:2004 Identification & Evaluation of Environmental Impacts & Aspects Course by Bureau Veritas
June 2008	Understanding & Application of ISO 22000:2005 Food Safety Management System and ISO 19011 Internal Auditing System by S'pore Institute of Food Science & Technology
Aug 2008	High Performance Through Mind Set Change by Consensus Training Sdn Bhd
May 2009	High Performance Through Managing Change by Consensus Training Sdn Bhd
May 2009	Food Safety and Contaminants by Consolidated Laboratory
Dec 2009	Understanding ISO 9001:2008 Requirements (Upgrading & Refreshment Course) by Bureau Veritas

June 2010	On-Site Training on UV-VIS by Perkin Elmer
Apr 2011	Food Safety: Adapting to a New Challenge by ISS Training & Consultancy
May 2011	HACCP Effective Implementation and Internal Auditing by ISS Training & Consultancy
May 2011	Good Weighing Practice Seminar by Mettler Toledo
July 2011	Kursus Pengendalian Makanan by Brain Elite Consultancy
Oct 2011	Total Laboratory Management, QSEL 2011 by Institut Kimia Malaysia
Nov 2011	Understanding BRC Food Version 6 Requirements by Bureau Veritas
Aug 2013	Halal Industry by Rave Corporate Training
Sept 2013	Project Management by Barry Callebaut Marbach Development Program
Nov 2013	Johor State Executive Halal Workshop by Johor Religious Department

Remunerations

Basic Salary	: RM 6625
Basic Allowance	: RM 950
Petrol Allowance	: RM 300

Expected Remuneration : RM 8500

Reference

Mr. Lee Beng Hock
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 Petra Foods Limited
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 Singapore 238164
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