

Rozaila Binti Jalaluddin
No 11, Jalan Seluang 5
Tanjung Puteri Resort,
Pasir Gudang ,81700
Johor Bharu, Johor,

Tel : 013-7307608 (Mobile)

Email : rozailaila@yahoo.com

Dear Sir/Madam,

Application for Any Related Position

Referring to the above matter, I would like to apply for any related position in your esteem organization. I graduate from Politeknik Johor Bahru and hold Diploma Mechanical Engineering. Now I am working at ATA Industrial Sdn Bhd as a Asst Engineer (Process/Programme). Before that I am working at Venture Technocom System as Engineering Asst (Process and Testing) which is involved in production more to process to improve productivity of production. I also have an Industrial Training at Tenaga Nasional Berhad as a Technician which specific in substation.

My academic records as well as my involvements in the Politeknik and experience that I gained during work for nearly 3 years has prepared me for this job and taught me the important of interpersonal skills. I am also had a knowledge in Design of Experiment (DOE), Fiber Glass Process and Casting process which I gained and practiced when completing my final year project in Politeknik. There is several software that I proficient at such as Auto Cad, SolidWork, OneSpaceDesigner and ProE.

Knowledge that I gained through my experience by working as a Asst. Engineer, Engineering Asst. and Technician give an advantage for me and also makes me a versatile person for this job. I like to use my leadership skills, communication skills and my experience as an Asst. Engineer as practiced and gained during my role as in various position for this job.

I hope to hear good news from your organization and it will be my privilege to work with you and it will be an honor for me to have an opportunity to work at your organization.

Yours faithfully,

(Rozaila Jalaluddin)

RESUME



ROZAILA BINTI JALALUDDIN

No 11, Jalan Seluang 5

Tanjung Puteri Resort,

81700 Pasir Gudang

Johor Darul Ta'zim

Telephone : 013 - 7307608

E-mail : rozailaila@yahoo.com

OBJECTIVE

I seek an engineering position in your prestigious organization where I will have the chance of working with the best minds of the profession as well as upgrade my skills in the field.

PHILOSOPHY

I believe engineering is an emerging discipline that considers what engineering is, what engineers do and how their impacts on society. I also believe engineer is also a problem solver to any problem arise during practice as an engineering. I like to use my experience during various position of engineering that I gained through these year for this position.

PERSONAL PARTICULARS

I/C Number	:	880920-01-5546	
Date of birth	:	20 September 1988	
Religion / Race	:	Muslim/Malay	
Place of Birth	:	Hospital Pakar Abdul Samad, Johor	
Gender	:	Female	
Nationality	:	Malaysia	Status : Single

SKILLS/STRENGTHS

COMPUTER SKILLS:

- 2D and 3D drawing use AutoCAD 2009 and SolidWORKS 2009 software.
- Proficient in Microsoft Word, PowerPoint, Excel, and Publisher.
- Fresh learner in creating and designing for web using HTML.
- Able to type 70 words per minute.

TECHNICAL SKILLS

- Able to conduct various type of mechanical machines, setup machine and repairing machine.
- Proficient in arc and gases welding technique.
 - Able to conduct Non-Destructive Test and Destructive Test technique.
- Proficient in sand casting technique and exposed to the calculation are accurate for the work.
- Learned to develop a new design using fiberglass technique.
- Maintained various types of pumps. Repaired and changed damaged or unwell pumps spare parts.
- Repaired ship winches and lining brake.
- Wrote daily report and calibration report for presentation to senior management.

ADMINISTRATIVE

- Arranged and managed financial for business apprentice involvement.
- Evaluated target markets and proposed marketing strategies.
- Planning the work and efficiently organizing the plant in order to meet agreed deadlines.
- Assisted in the development or writing of employee manuals.

LANGUAGE SKILLS

- Written and spoken English and Bahasa Melayu.

EDUCATION

2009 – 2010 : Polytechnic Johor Bahru, Johor Bahru. Diploma of Mechanical Engineering

CGPA : 3.73/4.00

2006 – 2008 : Polytechnic Johor Bahru, Johor Bahru, Certificate of Mechanical Engineering

CGPA :3.50/4.00

2004 - 2005 : Technic Commerce school, Johor Bahru.SPM achiever educated in mechanical engineering.

WORK EXPERIENCE

ATA Industrial Sdn Bhd

Asst. Engineer (Process/Program) Sept 2011 – Present

- Involve in company presentation to customer.
- Plan and manage to follow up new product development.
- Perform failure analysis of in house and customer reject.
- Review and improved the new product yield rate and cycle time.
- Carry out task and responsibilities to meeting target set.
- Participate in cost saving activities/ program for overall work efficiency.
- Working up with customer for new project development.
- To assist new project initial costing.
- Documents review update 2D/3D/PFD/BOM/ ECN/WI/and FAI.
- Ensure the specification meet customer requirement in term of technical matters.
- Provide FA Report for customer when running sample stage
- Work together with Tooling Engineer for all new tooling testing
- Maintains project schedule by monitoring project progress, coordinating activities,resolving problems

- Controls project plan by reviewing design, specifications, and plan and schedule changes recommending actions.
- Prepares project status reports by collecting, analyzing, and summarizing information and trends recommending actions
- Monitoring projects to meet timeline

Venture Technocom System Sdn Bhd as

Engineering Assistant (Process and Testing)

Jun 2010 –Sept 2011

- Ensure operators follow processes for assemblies.
- Improve productivity of production.
- Evaluate existing processes and to configure manufacturing systems to reduce cost, improve sustainability and develop best practices within the production process.
- Maintaining reliable and safe manufacturing systems while improving production rates, efficiencies, yields, costs and changeovers.
- Develop and implement continuous flow concept to drive down product cycle time.
- Develop and execute assembly strategy for new products
- Define process problems that lead to throughput or quality issues, evaluate root cause, implement solutions to stabilize processes and evaluate results
- maintaining a safe work environment
- continuously analyze and evaluate data to make sure safety processes are upheld.
- arrange for repair and replacement of instruments and control systems that fail to operate.
- monitor all operations processes so that a malfunction is immediately recognized and corrected.
- Completes Work Orders and other related documentation in computer and log books, according to Work Instructions.

- Completes preventative maintenance requirements.
- Monitors and performs necessary setting adjustments, and records all changes.
- Have working knowledge of various product orders by following all material requirements and customer requests.
- Provides statistical reports and data on the engineering project to carefully document the process, provide necessary invoicing, purchase needed materials and equipment.

EMPLOYMENT Industrial Trainee: Tenaga Nasional Berhad, Johor Bahru.

June 2007 to Dec 2007

- Do maintenance work to change the woodem arm
- Do maintenance Tower Top Inspection online Life
- Change insulation at the top of the tower
- Learn how to install Conductor
- Make maintenance of Transformer
- Take reading at every cell battery.
- Do Insulation Testing.
- Test on Gas Insulation Switchgear(GIS)
- Do Testing SF6 Gas Detector
- Do Maintenance Tower Foot Resistance
- Do Maintenance Thermo Scanning
- Do Maintenance On Load Tap Changer

REFERENCE

Mr. Yap Tek Hong

Academic Consultant,
Department of Mechanical Engineering Material,
Polytechnic Johor Bahru, Johor.
Tel: 012-7361245

Mr. Ridzwan Bin Rahman

Engineering Manager
Venture Technocom System Sdn. Bhd
Kawasan Perindustrian Tebrau 1,
Johor Bahru. Tel : 016-7402407

Mr KW Lim

Engineering Manager
ATA Industrial Sdn Bhd
Jalan Riang 22,Taman Gembira