



**Name** Nur Khalidah bt. Khalid

Mailing Address		Permanent Address	
<b>Address</b>	: Lot 2493, Jln Sg. Udang 41250 Klang, Selangor	<b>Address</b>	: Lot 2493, Jln Sg. Udang 41250 Klang, Selangor
<b>Tel (Home)</b>	: 03-33710582		
<b>Tel (Mobile)</b>	: 016-221 5011		
<b>Email</b>	: <a href="mailto:khalidahkhalid22@gmail.com">khalidahkhalid22@gmail.com</a>		

Personal Particulars			
<b>Age</b>	: 24	<b>Date of Birth</b>	: 22 <sup>nd</sup> April 1990
<b>Nationality</b>	: Malaysia	<b>Gender</b>	: Female
<b>Marital Status</b>	: Single	<b>IC No.</b>	: 900422-10-5798

Educational Background	
<b>Dec 2009 – July 2012</b>	Universiti Teknologi MARA (UiTM), Puncak Alam <i>Bachelor in Office Systems Management (Hons.)</i> Minor in Human Resource Management <b>CGPA : 2.93</b>
<b>July 2008 – May 2009</b>	Universiti Teknologi MARA (UiTM), Dungun (Fast tracks) <i>Diploma in Office Management &amp; Technology</i> <b>CGPA : 3.06</b>

Courses	
<b>Bachelor</b>	
Administrative Office Management	Introduction to Human Resource Management
Advanced Integrated Software Applications	Organizational Behavior
Management of Administrative Records	Human Resource Development
Communication for Administrative Professionals	Introduction to International Business
Administrative Database Management	Multimedia for Information Professional
Management of Computer Networks	
Research Methods	
Telecommunication Technologies	
Office Project Management	
Office Business Process	
Health Care Organization	
Management of Change	
Issue in Administrative Management	
Office System Analysis Design	

## Technical and Professional Skills

<b>Microsoft office</b> (Word, Excel and PowerPoint)	Good
<b>SAP System</b>	Basic
<b>UBS System</b>	Basic
<b>3A System</b>	Basic

## Skills

- Good interpersonal skills and able to work in team environment.
- Able to forge productive working relationships with all Company's personnel and with contractors.
- Knowledgeable in upstream business and terminology of Oil & Gas industry is an added value.
- Ability to cope in a positive and productive manner within a high-pressure environment.

## Languages

<b>English</b>	Good in writing and speaking
<b>Bahasa Malaysia</b>	Excellent in writing and speaking
<b>Mandarin</b>	Basic

## Activities

### Du Pont Malaysia Sdn Bhd

#### July 2013 – December 2013

Committee of Safety, Health and Recreation (SHR)  
Participate in "Social Media Ambassador"  
Participate in "Du Pont Women Network"

### Universiti Teknologi Mara (UiTM)

#### 2008

(August) Participate in "Malam kebudayaan UiTM Terengganu Sempena Majlis Pemasyuran Perbandaran Dungun"

#### 2009

(March) Participate in "Bengkel Penambahbaikan kursus OMT172"  
(October) Participate in "Program UiTM Discovery Challenge 2009"

#### 2012

(May) Participate in "Program Bela Miskin UiTM Puncak Alam"

#### Final Project

**Research Project**  
Installation of Office Technology Enhances Older Workers' Performances.

## Working Experience

<b>Dec 2013 – Present</b>	<b>THHE Fabricators Sdn Bhd</b> <i>(A subsidiary of TH Heavy Engineering Berhad)</i>
<b>Position</b>	<b>Project Secretary</b> <b>(Seconded to Client – LUNDIN Malaysia B.V.)</b>
<b>Project</b>	<b>PM307 Fabrication of Bertam Wellhead Platform</b>
<b>Job Description</b>	<p>Provide day to day administrative functions to the Client Representative and his departmental staff.</p> <p>Provide continuous, quality support to Client Representative and update on daily progress which requires his immediate attention.</p> <p>Maintain records and data, developing and tracking systems and spreadsheets and setting up departmental files.</p> <p>Organize and participate in company events or functions (including venue selections, programs, joining instructions, door gift and others).</p> <p>Provide day-to-day administration for the Development Project team.</p> <p>Manage all secretarial functions for the department (arranging and organizing meeting, office equipment, stationery requirements and general office welfare).</p> <p>Maintain and keep update incoming and outgoing correspondences and undertake appropriate action to ensure the subject matter is addressed in a timely manner.</p> <p>Conduct information seeking to keep abreast with current events and disseminate to department (new and revised corporate policies, procedures, lessons learnt and others).</p>
<b>July 2013 – Dec 2013</b>	<b>Du Pont Malaysia Sdn Bhd</b>
<b>Position</b>	<b>Customer Services Representative (Fluorochemicals)</b> <b>(Contract)</b>
<b>Job Descriptions</b>	<p>Issuance and sending certificates to customer.</p> <p>Responsible in processing import and export booking and returned of empty tanks.</p> <p>Data entry for import and export activities and maintain a proper of administrative works and Issue letter of credit orders.</p>
<b>Oct 2012 – July 2013</b>	<b>L.V. Control Sdn Bhd</b>
<b>Position</b>	<b>Admin Executive (Sales &amp; Marketing)</b>
<b>Job Descriptions</b>	<p>Prepare invoice and delivery order (UBS System and 3A System). Handling administrative documentation and responsible in handling catalogue for sales engineering.</p> <p>Preparing administrative matters (Presentation applications tools) and prepared quotation for customer, and Data entry for customer payment (UBS System and 3A System).</p>

## Job Descriptions

## Trainee

Assist in updating individual training record and calendar. Maintain all the administrative matters and documentation. Participate in providing training for Puspakom Induction Program.

## Position

## Job Descriptions

## Admin Clerk

Data entry for forwarding activities, prepare payment request, check estimate of vessel arrival with liner and forwarding, administrative matters.

Two months notice.

## References

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|----|-----------------|---|--|
| 1) | <b>Name</b>     | : | Dr. Noorlaila Hj. Yunus<br>Coordinator of Industrial Training (Degree Programs)<br>Faculty of Business Management<br>UiTM Kampus Puncak Alam<br>42300 Bandar Puncak Alam<br>Selangor Darul Ehsan |
|    | <b>Tel. No.</b> | : | 03-3258 5012 / 019-2389 010  |
| 2) | <b>Name</b>     | : | Farizan bt. Sapri<br>Administration Senior Officer<br>CEVA Logistics Sdn Bhd   |
|    | <b>Tel. No.</b> | : | 03-7841 9663 / 016-364 8013  |
| 3) | <b>Name</b>     | : | Megat Edrus Musa<br>Manager (Fluorochemicals)<br>Du Pont Malaysia Sdn Bhd  |
|    | <b>Tel. No.</b> | : | 03-2859 0701   |
| 4) | <b>Name</b>     | : | Ir. Jefri Mohamad Jaafar<br>Senior Project Engineer /<br>Company Site Representative<br>Lundin Malaysia B.V.   |
|    | <b>Tel. No.</b> | : | 019-320 5700   |