



## NOR AMALINA BINTI MOHD ABDULLAH

Contact Details	
Address	: NO.18, Jalan Bunga Dahlia 1, Taman Aman, 81400 Senai, Johor
Mobile No.	: +60194441774
Email	: amalina0701@gmail.com
Personal Particulars	
Age	: 24 years
Date of Birth	: 7 Jan 1989
Nationality	: Malaysia
Gender	: Female
Marital Status	: Single
IC No.	: 890107-01-5630
Qualification	
Qualification	: Bachelor's Degree
Field of Study	: Chemistry
Major	: Pure Chemistry
Institute/University	: UNIVERSITI SAINS MALAYSIA, Malaysia
CGPA	: 2.60/4
Graduation Date	: Aug 2010
Qualification	: Higher Secondary/STPM/"A" Level/Pre-U
Field of Study	: Science & Technology
Major	: Physic
Institute/University	: Johor Matriculation College, Malaysia
CGPA	: 3.33/4
Graduation Date	: May 2007

## Experience

### EMPLOYMENT HISTORY

- 1) Company Name : Department of Chemistry Johor Branch  
Position Title : Practical Trainee  
Position Level : Fresh / Entry Level  
Specialization : Chemistry  
Industry : Chemical / Fertilizers / Pesticides  
Duration : May 2009 - June 2009  
Work Description :
  - Assess water quality of reservoirs, rivers, lakes etc
  - Perform analyses of :
    - \* TOC, COD and BOD
    - \* Ammoniacal Nitrogen and Total Kjeldahl Nitrogen
    - \* Total Solids, Suspended Solid
    - \* Oil & Grease
    - \* Trace Metals

Experience Gained :
  - Experiencing on handling chemical instruments (GC-MS, TOC Analyser, XRF, AAS)
  - Experiencing on handling some projects :
    - \* Effective ways to separate oil spillage from seawater
    - \* Verify the calibration for Cu, Cd and Mg using AAS
  - Good team player and multitasking capabilities

Reason for Leaving : Pursuing studies

2) Company Name : Shachihata (Malaysia) Sdn. Bhd.  
Position Title : R&D Chemist/Coordinator  
Position Level : Fresh / Entry Level  
Specialization : Research & Development  
Industry : Manufacturing  
Duration : Aug 2010 – Aug 2011  
Work Description :
  - Contact with customer pertaining orders and product requirements
  - Contact with supplier on the raw material issue
  - Investigate problems issued by customer complaints
  - Perform lab test and analysis for new product
  - Report writing

Reason for Leaving : Pursuing studies

3) Company Name : UTM Transformation & Risk Management Division,  
Universiti Teknologi Malaysia.  
Position Title : Working Student Scheme  
Duration : May 2012 – March 2013  
Work Description :
  - Assist staff preparing and conducting workshops that organized by UTM Transformation and Risk Management Division.
  - Assist staff maintaining and updating documents and department's records.

4) Company Name : Innovative Chemicals & Lubricants Sdn. Bhd.  
Position Title : Junior Chemist  
Position Level : Fresh / Entry Level  
Specialization : Chemical  
Industry : Manufacturing  
Duration : April 2013 – Present  
Work Description :
  - Perform laboratory analysis for production samples to maintain the quality of products
  - Perform laboratory testing as requested by the customers
  - Prepare certificate of analysis reports for samples
  - Prepare samples required as requested by the customers
  - Maintain all laboratory records and documents
  - Ensure good housekeeping and good laboratory practice in the laboratory

## **EXTRA CURRICULAR ACTIVITIES**

### June 2007 – April 2008

- Assistant Monitor of Hostel Club USM
  - \* In charge of Welfare Bureau
  - \* Responsible for the resident's welfare
- Assistant Monitor of Johor Student Organization, USM
  - \* In charge of Sponsor Bureau
  - \* Responsible to find sponsorship for organization
- Committee Member of Expo Convocation, USM
  - \* An annual event held in USM during Convocation Week
  - \* In charge of Exhibition Team
  - \* Responsible to find government/private companies and organizations that interested to show their work or products to public
- Committee Assistant of Festival Boria MAKUM, USM
  - \* In charge of Food Team
  - \* Responsible to find a caterer and deal with them to serve catering during the event

### June 2008 – April 2009

- Secretary of Johor Student Organization, USM
  - \* Scope of responsibilities : preparing letters, arranging meetings, keeps committee's and member's personal information
  - \* Learnt how to organize an organization and how to communicate with committee and other organizations
- Secretary of Organization Week
  - \* Part of team responsible to organize Orientation Week for New Club Member of USM's Johor Student Organization
- Committee Member of Ekspo Kerjaya & Pendidikan USM
  - \* An exhibition & walk-in interview event organized by "Unit Kaunseling & Kerjaya USM"
  - \* In charge of Gift & Lucky Draw Team
- Facilitator of Motivation Camp
  - \* A 3 days 2 night's program for students at Penang Matriculation College
  - \* Gave a briefing to the students about university's life
  - \* Built up the self-confident

### March 2012

- Participation in International Conference on Arts, Social Science & Technology (iCAST) 2012
  - \* Presenting a paper on Effective Implementation of Enterprise Risk Management in Organization : A Conceptual Model
  - \* Organized by Research & Industrial Linkages Department, Universiti Teknologi MARA Kedah & Accounting Research Institute UiTM Shah Alam
- Publish journal paper for International Journal of Business & Information Technology
  - \* Title of paper : Adoption of Enterprise Risk Management Practices in Organization: A Review

Languages		
(Proficiency: 0=Poor - 10=Excellent)		
Language	Spoken	Written
Bahasa Malaysia	10	10
English	7	7
Arabic	6	6
Chinese	5	5
Text Resume / Additional Info		
<p>CAREER OBJECTIVE :</p> <ul style="list-style-type: none"> <li>- To obtain a position that will enable me to enhance my strength and capabilities towards my skill and educations in any level or stage opportunity offered.</li> </ul> <p>SUMMARY EDUCATION :</p> <p><u>Bachelor (Hons) of Chemistry,</u>  <u>Universiti Sains Malaysia (2007-2010)</u>            Course attended :</p> <ul style="list-style-type: none"> <li>- Organic Chemistry</li> <li>- Inorganic Chemistry</li> <li>- Analytical Chemistry</li> <li>- Physical Chemistry</li> <li>- Natural Product Chemistry</li> <li>- Industrial Colorant</li> <li>- Marketing</li> <li>- Organizational Behaviour</li> <li>- Introduction to Management</li> </ul> <p>PERSONAL STRENGTHS :</p> <ul style="list-style-type: none"> <li>- Able to work under pressure with minimum supervision</li> <li>- Able to lead, work in team and work independently with commitment</li> <li>- Sense of responsibility</li> </ul> <p>ADDITIONAL SKILLS :</p> <ul style="list-style-type: none"> <li>- Proficient in Microsoft Office applications</li> <li>- Good oral and written English</li> <li>- Knowledge in interpersonal relationship management skills</li> <li>- Possess a Class B2 and D driving license</li> </ul> <p>EXPECTED SALARY : MYR 2400 - 2600</p>		
References		
<p>1) Prof. Farook Adam            Lecturer,            School of Chemical Sciences            University Science of Malaysia,            11800 Minden,            Pulau Pinang.</p> <p>2) Dr. Nor Hayati binti Mohmad Zakwan @ Zakuan            Senior Lecturer,            Faculty of Management and Human Resources Development,            Universiti Teknologi Malaysia,            UTM Skudai 81310,            Johor.</p>		