

RESUME



NUR NADHIRAH BINTI JUHARI

CONTACT INFORMATION

Address : A73 LORONG 8/2,
TAMAN DESA ENGGANG,
08000 SUNGAI PETANI,
KEDAH DARUL AMAN

Mobile No. : 017-5966231

Email : dirajuhari0212@gmail.com

PERSONAL PARTICULARS

Age : 26 year (s)

Date of Birth : 02 DECEMBER 1991

Nationality : Malaysia

Gender : Female

Marital Status : Single

IC No. : 911202-03-6368

Permanent Residence : Malaysia

Position Applied : Human Resources and Admin assistance

Expected Salary : RM 1800.00

EDUCATIONAL BACKGROUND

DEGREE

Field of Study : Management and Entrepreneurship

Major : Bachelor of Business Administration (Hons) Management and Entrepreneurship

Institute/University : University Kuala Lumpur Business School (UniKL UBIS)

Duration : January 2013 – May 2015

CGPA : 3.22

DIPLOMA

Field of Study : Business Management

Major : Diploma in Business Management

Institute/University : Kolej Poly-Tech Mara Alor Setar (KPTM)

CGPA : 2.55

Graduation Date : October 2012

SIJIL PELAJARAN MALAYSIA (SPM)

Field of Study : Kejuruteraan Binaan Bangunan

Major : Sijil Pelajaran Malaysia (SPM)

School : Sekolah Menengah Teknik Nibong Tebal

Location : Nibong Tebal, Penang

Graduation Date : 2007-2008

Status : PASS

CURRICULUM ACTIVITIES

1. Attended "Seminar Kecemerlangan SPM 2005 with Nur Amalina Che Bakri". (2005)
2. Participant in "Befrienders Peneng". (2005)
3. Participant in "Kem Pemantapan Minda Menangani Gejala Sosial". (2006)
4. Participant "Run For Health". (2013)
5. Participant in "Fun Run". (2014)
6. Attended "Journey for Business Ideas at Malacca ".(2014)
7. Participant for "charity event". (2014)
8. Cycling Treasure Hunt Company (2015)
9. Audit Report Writing Technique with Puan Sharizal Tul (SIRIM) (2015)
10. ISO Transition Seminar ISO9001:2008 to ISO9001:2015 (Neville Clarke) (2015)
11. Occupational First AID & CPR level 1 Training (2016)
12. ISO9001:2015 Transition Training (X-Elent Quality Services Sdn Bhd) (2016)
13. Hiking at Pantai Kerachut (TAMAN NEGARA PULAU PINANG) (2016)
14. Penang Bridge Marathon
15. CAPA Training (Corrective and Preventive Action) (2017)
16. ISO 9001:2015 INTERNAL AUDITING Training (2017)
17. Mindset Transformation Training (2017)

EXPERIENCE

MAJLIS PERBANDARAN SUNGAI PETANI, KEDAH

Description : Internship
Specialization : Management
Duration : January 2012 – April 2012

- Do internship at Department evaluation and property management. At Evaluation and Property Management Department assist staff to make activities like checking assessment tax, arrange the appointment for interview session, prepared the appointment and confirmation for vendor to get license from MPSP and make documentation.

AMNE EDAR MARKETING, KEDAH

Description : Assistant marketing/sales
Specialization : Marketing
Duration : Jun 2012 – October 2012

- As a sales marketing to market product for customers or suppliers.

SMT TECHNOLOGIES SDN BHD, KEDAH

Description : Administrator Document control / administration clerk (Internship)
Specialization : Quality assurance
Duration : January 2015 – May 2015

ADMIN DEPARTMENT

- Assist officer to prepare SKIM 1 MALAYSIA program and Chinese New Year ceremony.
- Key in flight ticket for manager level
- Key in the payment voucher purpose for claim.
- Record incoming letter and cop receive for incoming letter from external

- Paging to all incoming information from internal staff
- Manage phone calls and correspondence
- Record incoming TM bill in TM book for reference
- Collect manager claim for record into system.
- Assist officer sent out email to candidate for interview session.
- Assist to create and update the other database related with administration department

DOCUMENT CONTROL

- Ensure all documents which stated in document control procedure are properly registered, issues, retrieved and obsolete.
- To control all document internal and external. For the example drawing customers for external and procedure for internal document.
- Assist office EQMS (environmental quality management system) to checking daily waste at production areas.
- Managing the in-house internal quality audit program.
- Managing the external quality audit with SIRIM.
- Assist officer to implement "Management Review" once year
- Prepared auditors list, audit mapping, ISO audit plan and audit objective for internal audit.
- Give running number for new format and new procedures prepared by each department. Keep updating revision for revised format or procedures.
- Update all documents Mater List and distribution record.
- Assist officer to handle external audit with SIRIM for ISO14001 (Environmental)

EG R&D SDN BHD, PULAU PINANG

Description : Administrator / Document control

Specialization : Quality assure /Quality Management System

Duration : Jun 2015 – still working

- Ensure all documents which stated in document control procedure are properly registered, issues, retrieved and obsolete.
- To control all document internal and external. For the example drawing customers for external and procedure for internal document.
- Maintain standard for ISO 9001:2008 FOR quality management system.
- Assist office EQMS (environmental quality management system) to checking daily waste at production areas.
- Managing the in-house internal quality audit program.
- Managing the external quality audit with SIRIM.
- To coordinate the arrangement of Management Review.
- Prepared auditors list, audit mapping, ISO audit plan and audit objective for internal audit.
- Give running number for new format and new procedures prepared by each department. Keep updating revision for revised format or procedures.
- Update all documents Mater List and distribution record.
- Keep updating KPI if have any changes.
- Prepare the Quality Manual.(if have any changes or revise)
- Joining and assist for Surveillance Audit ISO14001:2004
- Assist to make GAP ANALYSIS in house
- Monitor the status and effectiveness of mitigation measurements and preventive and corrective measurement for continual improvement.
- To coordinate and arrange external trainings to conduct in-house or externally and liase with the training consultants which related to QMS.
- To coordinate and ensure that the non-conformance found in the Internal Audits are adequately replied and implemented.
- To coordinate the Internal Audits in order to determine the compliance to the Quality Management System
- Shall provide assistant and participation in internal and external audit.
- Maintain the ISO9001:2015 documentation

LANGUAGES

(Proficiency: 0=Poor - 10=Excellent)

Language	Spoken	Written
Bahasa Malaysia	10	10
English	8	8

ADDITIONAL INFORMATION

1. Believe in myself and confidence to do any task given.
2. Well self-discipline and responsible with work that been given to me.
3. Creative and highly motivated person.
4. Curiosity and able to cope with people at all level.
5. Ability to work under pressure and maximum cooperation in team effort.
6. Good in communication, fast learner and good with computer person.

REFERENCES

Name : Mr. Lai Joo Thian
Position : Section Manager
Telephone No. : 017-3569388
Company : SMT Technologies Sdn Bhd

Name : Dr. Zulkifli Saidun
Position : Lecturer
Telephone No. : 019- 3566105 / 03- 26810182
Company : Unikl Business School