

# ►SITI NOOR ASHIKIN BINTI ABD LATIF

656 KAMPONG TELUK SUNGAI DUA, 13800 BUTTERWORTH,  
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## About me

Date of birth: 30 November 1993

Gender: Female

Place of birth: Kuala Lumpur

Status : Single

Nationality : Malaysian

## Education

### 1. Universiti Utara Malaysia

- Bachelor in Technology Management (Sept 2013 – Nov 2017)

### 2. Sekolah Menengah Kbangsaan Datuk Haji Ahmad Badawi, Kepala Batas, Pulau Pinang

- Sijil Tinggi Pelajaran Malaysia (STPM) ( Sept 2011 – Dec 2012)
- CGPA : 3.04
- MUET : Band 2

### 3. Sekolah Menengah Kebangsaan Datuk Haji Ahmad Said, Sungai Dua, Butterworth

- Sijil Pelajaran Malaysia (SPM)
- 5A, 1B, 1C, 2D

## Experience

### 1. Benchmark Electronic Sdn Bhd

- **Program Management (Internship)** (Feb 2017 –Aug 2017)
  - Develop packaging standard and instruction for the product.
  - Advice printable PTN for urgent shipment to packing.
  - Responsible for overall shipment, PO support for program section
  - Administer an accurate data entry- XPC & SNG in the system in compliance to customer's requirements.
  - Monitor on time shipping performance data for customer
  - Schedules revise promise data to customer.
  - Manage NRE SO after receive SDN from customer and release invoicing for billing.

### 2. Mattel (M) Sdn Bhd

- **Operator** (Mar 2013 – Aug 2013)

## Skills

### Language Skills

- |                 |   |
|-----------------|---|
| ► Bahasa Melayu | Good in speaking<br>Good in writing       |
| ► English       | Average in speaking<br>Average in writing |

### Professional Skills

- |                        |          |
|------------------------|----------|
| ► Microsoft Word       | Good     |
| ► Microsoft Excel      | Moderate |
| ► Microsoft PowerPoint | Good     |

## Extra Curriculum Activity

Reserve Officer Under Training (ROTU) Airforce UUM (Sept 2013 – Aug 2016)

## References

Dr. Noorulsadiqin Azbiya Binti Yaacob

Pensyarah Kanan Pusat Pengajian Pengurusan Teknologi dan Logistik

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