

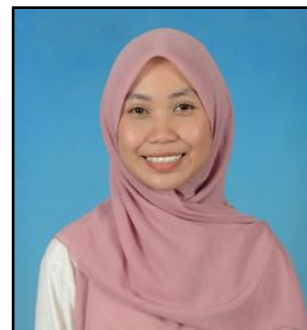


## SITI NOR MASHITA BINTI MAHADI

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108 Blok E PJS 3/55 Taman Sri Manja  
46 000 Petaling Jaya Selangor, Malaysia.



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### PERSONAL PARTICULARS

Age : 23 years old

Nationality: Malaysian

Availability: In 2 weeks time

Marital Status: Single

Gender : Female

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### 1. EDUCATION BACKGROUND

- **UNIVERSITI TEKNOLOGI MARA (UiTM) SHAH ALAM, MALAYSIA**

Bachelor of Engineering (Hons) Chemical & Process

Major in Environment

Final CGPA: 3.31/4.00

Graduated on August 2017

- **FOUNDATION STUDIES, UiTM**

Foundation in Engineering

CGPA: 3.56/4.00

Graduated on May 2012

- **GOPENG INTEGRATED BOARDING SCHOOL (SBPI GOPENG)**

Sijil Pelajaran Malaysia (SPM)

Results : 2A+,3A,2A-,2B+

### 2. WORKING EXPERIENCE

#### **CUTZ TECHNOLOGIES SDN BHD, PETALING JAYA, SELANGOR**

Position : **Junior Sales Engineer**

Duration : **1<sup>st</sup> August 2017 – Current**

Job scope and responsibilities:

- Combine technical knowledge with sales skills
- Manage, develop and build relationship with system integrators, consultants and end users in targeted segment market
- Offering after-sales support services
- Preparing reports for head office
- Meeting regular sales targets
- Recording and maintaining client contact data
- Supporting marketing by attending trade shows, conferences and other marketing events
- Making technical presentations and demonstrating how a product will meet client needs
- Providing pre-sales technical assistance and product education
- Liaising with other members of the sales team and other technical experts

#### **SOLUTIONS ENGINEERING SDN BHD**

Position : **Industrial trainee**

Duration : **18<sup>th</sup> July – 23 September 2017**

Job scope and responsibilities:

- Assist technician to perform troubleshooting and repair work for new equipment
- Perform quality control check on new equipment to ensure its consistency and satisfactory performance
- Preparation of Equipment's Manual for customers.
- Work closely with Process Control Engineering
- Required basic PID tuning skills, thermodynamics and heat transfers.

#### **LA JUICERIA SDN BHD**

Position: **Sales Assistant**

Duration: **January –March 2015**

Job scope and responsibilities:

- Welcome and advise customers
- Ensure shop are in good condition ; goods are well displayed, shop floor clean and tidy
- Arrange ordering and delivery and also receive deliveries from suppliers
- Handle payments and cash flow

#### **KAWANKU ELEKTRONIK SDN BHD**

Position: **Sales Assistant**

Duration: **May-August 2013**

Job scope and responsibilities:

- Technical knowledge about electronic products includes maintenance and guarantee terms
- Welcome and advise customers
- Ensure shop are in good condition ; goods are well displayed, shop floor clean and tidy
- Arrange ordering and delivery and also receive deliveries from suppliers
- Handle payments and cash flow

### **3. LEADERSHIP AND INTERPERSONAL SKILLS**

- 2016-2017: **Head of Information** of Gabungan Pelajar Melayu Semenanjung (GPMS) UiTM Shah Alam
- 2015-2016 : **Crowdfunding Exco** of Gabungan Pelajar Melayu Semenanjung (GPMS) UiTM Shah Alam
- 2014-2017 : **Facilitator** of Gabungan Pelajar Melayu Semenanjung (GPMS) UiTM Shah Alam
- May 2016 : **Director of Destini Menara Gading**, a program jointly organized by GPMS UiTM, UiTM Students Affairs Department and SMK Sungai Burong, Banting, Selangor.

### **4. EXTRACURRICULAR PROGRAMS & ACTIVITIES**

**Organized programmes such as:**

- Kem Jejak Menara Gading, KJMG (Banting, Selangor 2016) (Masjid Tanah, Melaka 2017)
- Kem Penyambung Warisan ERA 25/26 (2016/2017)
- Operasi Tawan Kota 2016,2017
- Kem Penyambung Warisan Lanjutan 2014
- Program Jalinan Kasih dan Sayang at Rumah Amal Limpahan Kasih, Puchong Selangor

## 5. SOFTWARE AND COMPUTER SKILLS

SKILLS	RATE	SKILLS	RATE
MICROSOFT EXCEL	4/5	WINDOWS MOVIE MAKER	3.5/5
MICROSOFT WORD	4/5	AUTOCAD	3/5
MICROSOFT POWERPOINT	4/5	ASPEN HYSYS	3.5
MATLAB	4/5	SCADA	4/5

## 6. LANGUAGE SKILLS

ENGLISH : EXCELLENT

BAHASA MALAYSIA: MOTHER'S TONGUE

ARABIC : BASIC

## REFEREES

### 1. Encik Abdul Aziz bin Ishak

Senior Lecturer of Faculty of Chemical Engineering, UiTM Shah Alam

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### 2. Dr Norin Zamiah Kassim Shaari

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### 3. Mr Nor Idham Che Ghani

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