

NORFATIN NABILAH BINTI FARID

No.73, Jalan Palma Kipas, Taman Palma 4, 34600 Kamunting, Perak
012-5803591 | fatinnabilahfarid@gmail.com | 930904-09-5008



Education Background

September 2012- February 2017	Universiti Malaysia Pahang (UMP) BSc (Hons) in Mechatronics Engineering Second Class Honour
May 2011- April 2012	Perak Matriculation College Foundation in Physical and Pure Science
January 2006- December 2010	SMK Taman Panglima, Kamunting Perak Malaysian Certificate of Education, SPM (4A6B)

Work Experience

September 2016- December 2016	Event Runner Angcasa Royale Hotel, Pekan Pahang <ul style="list-style-type: none">☐ Managed and supervised event☐ Controlled service management
Jun 2016- August 2016	Canteen Staff SK Taman Palma, Kamunting Perak <ul style="list-style-type: none">☐ Handled food sales and canteen management☐ Prepared food and managed canteen hygiene
Jun 2015- September 2015	Industrial Training (Trainee) Wallrick Sdn Bhd, Petaling Jaya Selangor <ul style="list-style-type: none">☐ Assembled high quality security system☐ Created electrical schematic drawing☐ Provided electronics device catalog and price to suppliers
Jun 2014- August 2014	Sales Agent Singer Malaysia Sdn Bhd, Kamunting Perak <ul style="list-style-type: none">☐ Demonstrated and explained products, methods, and services☐ Provided product information and samples (coupons & brochures)
May 2012- July 2012	Cashier Econsave Kamunting, Perak <ul style="list-style-type: none">☐ Handled cash transaction and performed duties of customer service representative☐ Scanned goods and collected payments☐ Resolved customer complaints in a proactive manner
February 2011- March 2011	Operator (Contract) ECO Medi Glove Sdn Bhd, Kamunting Perak <ul style="list-style-type: none">☐ Packed latex glove for shipment and inspected products with precision☐ Checked output to spot any mistakes or flaws

Skills & Endorsements	
Advanced	Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Visio, Autodesk Autocad, Solidwork, Catia
Intermediate	C Language Programming, Quality Management, Project Management, Marketing, Matlab Simulink, CNC Machine
Language Ability	
Malay English Japanese	Good Good Intermediate
Extra Curricular Activities	
2017	Sime Darby Booster Programme <ul style="list-style-type: none"> <input type="checkbox"/> Planned and conducted Innovation Fair (Project Management Operation) <input type="checkbox"/> Managed and organized Exhibition
2016	Procurement Engineer in Wire Cutting Machine Project <ul style="list-style-type: none"> <input type="checkbox"/> Handled and recorded the procurement <input type="checkbox"/> Organized the project management, quality management and ensured the project works in time <input type="checkbox"/> Determined and completed project specification, data and report
2012-2016	Volunteer Army (WATANIAH) <ul style="list-style-type: none"> <input type="checkbox"/> Platoon head <input type="checkbox"/> Officer in charge of weapon
2015	Education and Career Fair <ul style="list-style-type: none"> <input type="checkbox"/> Represented Universiti Malaysia Pahang in education and career talk
2013-2014	UMP Senandika Theater Club <ul style="list-style-type: none"> <input type="checkbox"/> Handled and organized make up artist <input type="checkbox"/> Controlled stage preparation and managed stage prop
2013	Malaysia Special Olympics Tournament <ul style="list-style-type: none"> <input type="checkbox"/> Managed and conducted tournament <input type="checkbox"/> Provided and supervised Athlete Meals (Breakfast, Lunch, Tea Break, Dinner)
2012	Faculty Sport Day <ul style="list-style-type: none"> <input type="checkbox"/> Represented Manufacturing Engineering Faculty in Futsal Tournament
Recognition	
December 2015	Autodesk Certified Professional: AutoCAD 2015
March 2012	Organization: Autodesk, Inc Science Innovation and Invention Organization: KMPk
Additional Info	
Expected Salary	Negotiable
Driving License	B2 (motorcycle)
Preferred Work Location:-	Anywhere in Malaysia, Anywhere in Singapore
Referee	
Professor Ir Dr Wan Azhar Bin Wan Yusoff Dean of Manufacturing Engineering Faculty, Universiti Malaysia Pahang OFFICE: 094245022 / 095735376 MOBILE: 0199315703 wazhar@ump.edu.my	Mdm Kartina Binti Johan @ Rahmat Lecturer of Manufacturing Engineering Faculty, Universiti Malaysia Pahang OFFICE: 094245808 kartina@ump.edu.my