

NURUL NATASHA BINTI ZULKIFLI

No 11, Lorong 6,
Perumahan Peramu Maju,
26060 Kuantan, Pahang.
Tel: 016-330 3401, 013 – 904 4558
Email: natashasfq@gmail.com



Personal Details	Nric No.: 890722-11-5502 Gender : Female Date Of Birth : 22 July 1989 Marital Status : Married Age : 28 Years Religion : Islam
Objective	To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.
Notice Required	None - Can start immediately
Expected Salary	Negotiable
Education	November 2012 Bachelor of Management CGPA : 3.05 Majoring in Maritime Studies University Malaysia Terengganu, Gong Badak, Terengganu
Skills & Abilities	Personal <ul style="list-style-type: none">• Positive, confident and conscientious• Require minimal supervision• Excellent communication skills, both oral and written.• Highly motivated and enjoy challenges.• Hard working and always strive for excellence• Excellent time management and organizational skills.• Good team player, fast learner and thinker. Computing Abilities <ul style="list-style-type: none">• Confident in the use of all Window based application and systems.• Confident with Microsoft Office Products especially Excel.• Able to learn new application easily.

Others

- Driving license class B2, & D
- CIDB Card – Valid until 16/11/2017

Professional Experience**Procurement Executive (Site Project)**

MEB Construction Sdn Bhd

Subsidiary of Muhibbah Engineering (M) Berhad (Lemongrass Project)

18 November 2015 until 31 May 2016.

Responsibility

- Bears commercial responsibility for purchasing within MEB process considering project specific requirements and commodity procurement strategy.
- Issues RFQ's, performs total cost analysis, prepares basis for decision during the project execution phase.
- Selects suppliers based on strategy and/or project requirement and initiates the necessary assessment of new suppliers for non – key – commodities.
- Places orders within qualified suppliers listed in the Supplier Database or after duly assessment of the potential supplier.
- Prepares and issues purchase order and order modification according to the applicable process.
- Approves / release invoices for payment in cooperation with project and engineering personnel.
- To ensure supplier /subcontractors schedule is in line with the Project Master Schedule.

Project handle as below ;

- Lemongrass Project, BASF Gebeng, Kuantan, Pahang.

Admin Executive (Human Resources Department & On Site Services Department)

RWNA Engineering Sdn Bhd

July 2015 – November 2015

Responsibility

- Manage and maintain executive's schedules.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
- File and retrieve corporate documents, records, and reports. Greet visitors and determine whether they should be given access to specific individuals.
- Prepare responses to correspondence containing routine inquiries.

- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Prepare agendas and make arrangements for committee, board, and other meetings.
- Process staff salaries, SOCSO and KWSP using UBS system.

Commercial Logistics Executive (Expeditor Project Department)

ZKN Excellent Shipping & Forwarding Sdn Bhd

April 2013 until July, 2015

Responsibility

- Prepare quotation, costing sheet, and monitoring progress for logistics delivery via airfreight, sea freight and also land transportation locally & international.
- Expedite for operational cost and documentation for overseas oil and gas projects.
- Sales and Marketing for company especially for logistics and shipping field.
- Preparation for tender documentation.
- Preparation of Cost Estimation for freighting/ delivery
 - Project involved;
 - Gorgon & Janz Pipeline Project 2013 – 2014 (Client – Allseas)
 - Wheatstone Batam & Kuantan Project 2014 – 2015 (Client – Allseas)
 - Julimar Pipeline Project 2015 (Client – Allseas)

Logistic Assistant

Borderless Logistics Sdn Bhd

August 2012 until March 2013

Responsibility

- Prepare planning for daily truck movements one week advance.
- Prepare operation documentations
- Manage to record in out spare part in truck spare part store.
- Prepare and collect delivery docs for billing.
- Check and record driver movement and trip advance payment salaries for monthly salaries.
- Check and record truck condition.

References

- En.Hassan@Omar bin Tahir - General Manager at Borderless Logistic Sdn Bhd,Tel: 09-8635921/922, E - bderless@yahoo.com
- En. Khairuzzaman Abdullah – Commercial Director at ZKN Excellent Shipping & Forwarding Sdn Bhd, Tel; 03-56372353 / 09-5833277, Email; khairul@zkngroup.com
- Pn. Isnishofiah binti Ahmad – Account / HR Manager RWNA Engineering Sdn Bhd
- Tel; (609) - 583 9511 / 12 / 13 / 15 / + (609) - 580 7153 / 54 Email: isni@rwna.com.my
- Tel; (609) - 583 9511 / 12 / 13 / 15 / + (609) - 580 7153 / 54 Email: whasrol@rwna.com.my
- Pn. Mashitah binti Ali – Site Administration Muhibbah Engineering Sdn Bhd (Lemongrass Project – Gebeng) Tel; 012-3936510 Email; mashitahali@muhibbah.com.my