

SITI NOR NAJIA IBRAHIM

A competent Bachelor of Science graduate, very passionate to learn and grow with 1 year and 5 month working experience with Project Management System for Petroliaam Nasional Berhad (PETRONAS). I am currently looking for a full-time working position. I would like to work with other professionals in an organized environment, where I can utilize my skills and gain experiences throughout my contribution in the company.



CONTACT



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42200 Kapar,
Selangor



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+6018-668 4821

SOFTWARE SKILLS

Microsoft Words	90%
Microsoft PowerPoint	80%
Microsoft Exels	70%

LANGUAGES

English (MUET: Band 3)	70%
Bahasa Malaysia	95%

FINAL YEAR PROJECT

The Effect of Diameter of Nanowire's on Electrical Properties on Indium Antimonide (InSb) Using Contact Pad

REFERENCES

1. Dr. Nor Kamilah Saat

Senior Lecturer & Academic
Adviser,
+603 – 894 6681
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2. Nurulhuda Che Azami

Executive@ PETRONAS Project
Management
+6017- 452 5472
nurulhuda_azami@petronas.com



WORKING EXPERIENCE

June 2016 – Oct 2017

➤ Kuala Lumpur

CJP Engineering (M) Sdn. Bhd.

System Administrator/Executive

- ✓ Responsible to attend inquiry from client (PETRONAS)
- ✓ Responsible to control the registration of the system user
- ✓ Gather feedback from client from time to time
- ✓ Prepare communication pack on weekly basis

May 2012 – Sept 2012

➤ Klang

KIMEADA Sdn. Bhd.

Production Team

- ✓ Experience in managing process of import and export of goods in the warehouse
- ✓ Support the respond for daily delivery order from client
- ✓ Monitor the quantity and quality of goods in the warehouse
- ✓ Report to client on the condition of goods in the warehouse



EDUCATION

2012 - 2016

Universiti Putra Malaysia

Bachelor Sciences (Hons) Major in Material Science
CGPA : 3.02

2012

Perak Matriculation College

Science
CGPA : 3.20

2009 - 2010

Sepang Technical School

Science (Civil Engineering)



PERSONAL SKILL

- Good interpersonal skill, determined, optimistic and time managing
- Fast learner, flexible and able to accommodate in most working environment
- Flexible, willing to relocate, willing to work overtime and able to work effectively in a team



REWARD AND ACHIVEMENT

1. The Highest Student Council (Leadership & Volunteering), Kolej Tun Perak, UPM in 2015
2. Comitte Members of (krew) for MAPURA 2014 (Final Year Dinner Event)
3. Secreatary of Physics Fusion Day 2014
4. The Highest Student Council (Secretariat of Human Resources), Kolej Tun Perak, UPM in 2014