

AHMAD NAJMIN B MOHD NAJIB  
86, Psn seksyen 3/11,  
Bandar Putra Bertam,  
13200 Kepala Batas,  
Pulau Pinang

HR Manager

Dear Sir/Madam,

**APPLICATION FOR THE POSITION OF EXECUTIVE/ENGINEER/ MANAGER/DEPUTY MANAGER**

The reason for this letter is that I am hoping to acquire a chance for being hired as one of the employee for your company and if qualified, I would like to be considered to fill the position of executive or engineer manager or deputy manager for your company that fit my qualification.

2. As you can see from my resume, I have a bachelor degree in Mechanical Engineering from Universiti Sains Malaysia(USM) and graduate on 2004. In 2013, I graduated a master degree in Master of Business Administration (MBA) from USM . Besides that I have been registered as graduate engineer at Board of Engineer Malaysia(BEM) since 2009 .

3. For your information, I have experienced as Mechanical Engineer and Technical Engineer at the companies mentioned in the resume,. I've been working in factory for about 5 years with different companies and currently my works is as a branch manager at PUSPAKOM Sdn Bhd which I have been working as branch manager for the last 8 years until now. Thus, from my past experience as an engineer in factories and as branch manager in PUSPAKOM, I will ensure to be an aggressive employee in your company. Furthermore, I will give new perspective and fresh ideas to the company in performing a task.

4. My ambition is to be the best at what I do and to be that, I need to work with the best. I believe that your company can provide me a stepping-stone to achieve my dream and in return, I will offer my best to your company. I know that I could work well with your staff and contribute greatly to the success of your company.

5. I would appreciate an opportunity to be one of your staff and I will give my best to serve the company's needs.

Thank you.

Respectfully yours,

*Via email. No signature required*

(Ahmad Najmin B Mohd Najib)



<b>POSITION APPLIED FOR</b>	<b><i>Executive/ Engineer/ Manager/Deputy Manager</i></b>
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### OBJECTIVE

TO BE A KNOWLEDGEABLE LEADER IN ORGANIZATION AND TO GENERATE, IMPLEMENT AND ASSURE THAT THE ORGANIZATION IS MOVING TOWARDS SUCCESSFUL IN GLOBALIZATION

### PERSONAL PARTICULARS

Full Name:		Ahmad Najmin B Mohd Najib			
Address: (Current)	86 Persiaran Seksyen 3/11, Bandar Putra Bertam, 13200 Kepala Batas, Penang	Tel	(H) :		04-5770652
			(Off) :		04-3311404
			(HP) :		013-4658757
			Others :		04-4237104
		Personal Email Address :			
Race: Malay		Language Spoken: Malay, English			
Date of Birth: 20/03/1981      Age: 36		Language Written: Malay, English			
Blood Group: B		Income Tax No.: SG11935418070			
Place of Birth: Kedah		EPF No.: 16708927			
Religion: Islam		Socso No: -			
Citizenship: Malaysian		Passport No.: A18327819		Type: P	
IC No.: 810320-02-5261		Expiry Date: 29/11/2012		Country of Issue:	Malaysia

### PERSONAL EDUCATION DETAILS

Level	School / Institution	Country	Joined	Graduated	Highest Standard Passed (Grade / Degree)
Primary	Sek Keb Langgar	Kedah	01/01/1988	28/08/1993	UPSR (4A)
Secondary	Sek Men Keb Agama Kedah	Kedah	01/12/1993	31/12/1998	PMR(8A) SPM(13 Aggregate)
Poly / College	Kolej Mara Kulim	Kedah	06/02/1999	02/02/2000	Matriculation(PNGK : 3.00)
University	Universiti Sains Malaysia Engineering Campus	Penang	08/06/2000	06/08/2004	Degree Of Mechanical Engineering (Hons)(PNGK : 2.54)
University	Universiti Sains Malaysia Penang Campus	Penang	June 2010	06/2013	Master of Business Administration MBA(PNGK : 3.12)
Professional certificate	Lembaga Jurutera Malaysia	WP Kuala Lumpur	NIL	08/2009	Jurutera Siswazah
<b>Scholarship</b>		<b>Year</b>			
1. Jabatan perkhidmatan awam(JPA)		2000 - 2004			
2. My Brain 15 – My Master		2013			

## FAMILY DETAILS AND EMERGENCY CONTACT

Spouse's Full Name	IC / Passport	Nationality	Occupation	Company Name	Education
Muzalifah Bt Mustapa	810721-14-6080	Malaysian	QA Engineer	Iriichi Prai	Degree Electronic (USM)
Children's Full Name/ Gender	Date of Birth	Nationality	Occupation	Company Name	
Nur Wani Insyirah	14/08/2005	Malaysian	Student	SK Bertam Perdana	
Nurul Izzah Maisarah	16/11/2007	Malaysian	Student	SK Bertam Perdana	
Noor Atiqah Nabilah	04/12/2012	Malaysian	Nil	Nursary Wawasan Bistari	

Full Name	Relationship	Address	Contact Number
Hj Mohd Najib B Hj Zakaria	Father	No 21 A Lot 1603 , Taman Satria, Jalan Langgar, 05600 Alor Setar Kedah	012-4606106

## TRAINING ATTENDED

Particulars	Year	
	From	To
Industrial Training- JKR Cawangan Mekanikal Negeri Kedah	10/03/2003	13/05/2003
Motivating The Employees	29/08/2005	29/08/2005
Report Writing Skill Programmed	14/02/2006	154/02/2006
Chemical Health risk Assessment	05/04/2006	05/04/2006
Grinder DFG 830 maintenance training	30/01/2007	31/01/2007
ISO 14001: 2004	10/02/2007	17/02/2007
FMEA in-house training	17/05/2007	18/05/2007
Statistical Process Control(SPC)	13/11/2008	14/11/2008
Effective Internal Auditor(ISO 9001:2008)	10/12/2008	11/12/2008
Program Pembangunan Executives	22/07/2009	23/07/2009
Supervisory Skill	05/07/2011	06/07/2011
Vehicle Inspection Module	18/07/2011	22/07/2011
Hr for Non Hr Managers	11/10/2011	12/10/2011
Awareness seminar on professional practice issue – Board of Engineer Malaysia (BEM)	30/05/2011	30/05/2011
Proposed Amendment to the Registered Engineers ACT 1967 due to Liberalization (BEM)	28/12/2012	28/12/2012

## INVOLVEMENT/ EXTRA CO-CURRICULAR ACTIVITIES

Particulars	Year
Scout Group 41	1993
School Prefect	1997/1998
School Traffic Unit	1997/1998
Ahli Persatuan Seni Silat Gayong Malaysia	1997/1998
Ahli Persatuan Seni Silat Cekak Malaysia	1999/2000
Cometee of Festival Perdana USM	2001/2002
Cometee of Grand Scholarly Debate USM	2010
Rukun Tetangga Bandar Putra Bertam	2009/2010
Participant of Grand Scholarly Debate USM	2010
Penceramah untuk Program Peningkatan Profesionalisma Pemandu JPAM	2010
Ahli jawatankuasa seminar meja Bulat PUSPAKOM dan SPRM Penang	2011
Penceramah Program pemanduan berhema Pusat pergigian dan kolej latihan pergigian Malaysia	2011
Board Of Study Member for new diploma programme Kolej Kemahiran Tinggi(KKTM) Selama Perak	2016

## EMPLOYMENT HISTORY

Company	Start Date	End Date	Position Held	Basic Salary (RM)		Allowance (RM)	Total Salary (RM)
				Start	Last Drawn		
Kedah State Safety Office	07/2004	09/2004	Assistant Safety Officer	1200	1200	-	1200
Southern Steel	09/2004	06/2006	Jr Mech Engineer	2000	2060	350	2410
Hamadatec	06/2006	02/2009	Technical Engineer	2300	2567	300	2867
PUSPAKOM	03/2009	03/2017	Branch Manager	3000	4491	1050	5541

## WORK DESCRIPTION

### PUSPAKOM Branch Manager( Mak Mandin Branch, Penang)

The job scope of Branch Manager Puspakom covers:

1. To ensure ISO9001, ISO 17020 and ISO 39001 management is properly implemented at branch and premier service unit
2. To manage all operation by following SOP
3. To manage and control profit and loss(P&L) inside branch operation
4. To plan the annual management plan(AMP) for branch operation inclusive of CAPAX and OPAX
5. To manage branch revenue and to balance the account on daily basis
6. To ensure safety health and environment(SHE) policy and activities implemented in branch
7. To manage maintenance for all equipment and to ensure that maintenance are done as per schedule
8. To make appraisal for all employees inside branch
9. To plan out yearly budget for operation and center development
10. To ensure all SOP or work instruction is implemented and comply by conducting training and briefing to all staff
11. To conduct customer satisfaction survey on monthly basis
12. Manage manpower and capacity planning
13. Check and balance for Integrity within branch
14. Implements 5S and autonomous maintenance
15. Involvement in innovative creative circle (ICC)
16. Coordinate and plan for branch improvement and facility maintenance
17. To manage all administrative job
18. To ensure all branch inspection equipments such as smoke emission machine, brake tester, head light tester and branch facilities in good condition and well calibrated by SIRIM.
19. To ensure the branch KYDL and license are valid yearly.
17. To represent company if there is staff issue with jabatan tenaga kerja or Perkoso

18. To implement Innovative, Creative Circle(ICC) in branch.
19. To promote Employee Suggestion Scheme(ESS) in branch
20. Involve with Ministry of transport (MOT),Road Transport Department (JPJ), SPAD, MKJR,KPDNKK and Royal Malaysian Customs and Royal Malaysia Police
21. Collaboration with Department of Environment (DOE) for emission test activities
22. Active in dialogue with bus association, taxi association
23. Man power planning and allocation for operation supervisor, clerks, vehicle examiners, maintenance technician, IT technician, auxiliary police, security and cleaners ( Team size = 65 staff).
24. To conduct data mining and productivity monitoring for branch operation
25. Venture new business such as voluntary vehicle inspection
26. Involve in branch internal audit such as internal quality audit for ISO9001, ISO7020 and ISO39001 and external audit for ISO recertification.
27. Involve with MOT audit and RTD audit for KPI performance, concession and revenue verification.

#### Hamadatec Technical Engineer

As a technical engineer at Hamadatec I am involve with two specialize area which is;

- a. Polishing process
- b. Wet cleaning process

Other roles are to:

1. Research and develop for product improvement
2. Give technical support for customer (investigate problem of product and prepare report)
3. Create process instruction for wafer processing - setting process flow
4. Create SOP to run product
5. Improve and modify machine to increase productivity and yield
6. Provide training for new machine and process flow for supervisor, technician and production staff

Project completed:

1. Covert single side lapping machine to polishing machine. changing slurry system pump, test for new slurry and test run product
2. Coordinate for installation of jet brush at polishing machine and monitor the effect after the installation.
3. Coordinate the installation of auto sorter machine and test run the machine for production.

Other information:

1. Manage to use SP1 TBI for particle check at wafer surface.
2. For wafer flatness testing, already can setup recipe to run the ADE (flatness tester)
3. Manage to use online and manually the auto sorter to check the PN type, sorting range and resistivity of the wafer.

#### Southern Steel Jr Mechanical Engineer

I'm in charge of Alloy Charging System(ACS) & Fume Extractor System(FE). Basically the ACS is a conveyor system and FE is a system that consists of bag house, water cooled duct and fans. For those system, I have to :

1. Upgrade the system-modify for improvement (Project)
2. Make analysis for the machine life
3. Lead/discuss with supervisor & fitters to perform maintenance.
4. Increase the efficiency of fitter on maintenance
5. Prepare maintenance schedule for weekly maintenance
6. Prepare master schedule for the whole year
7. Make sure the spare parts for the machine are ready for use.
8. Arrange training for supervisor & fitters.

As I'm working there I was expose to the conveyor belt maintenance, water cooled duct maintenance, fans maintenance, pneumatic system maintenance, piping and pump maintenance and I already coordinate a lot of important and gigantic and project such as:

- a. Changing water cooled ducts and water cooled chamber
- b. Changing main fan and booster fan impeller
- c. Changing bucket belt conveyor and flat belt conveyor

## Kedah State Assistant Safety Officer

The job scope covers:

1. Direct report to Jabatan Perdana Menteri
2. Carry out safety survey regarding safety condition of Kedah State

### Training/Workshop/Conference

I have experienced industrial training for 3 months at JABATAN KERJA RAYA ALOR SETAR, KEDAH and during the period I have gained so many working skills and also exposed to so many technical aspects, especially part maintenance and project management and i have the certificate. 2003. Mainly for maintenance i already exposed to the maintenance of equipment and vehicles for project management, i involve in the installation of kitchen hood at one of school in Kedah state. Beside that, I was exposed to the water treatment and damp at Kedah state.

### CHARACTER REFEREES

Full Name:	Aimy Akmal B Alias
Address:	PUSPAKOM Mak Mandin, Penang
Occupation:	Customer Relation Executive PUSPAKOM Penang
Company Name:	PUSPAKOM Sdn Bhd
Contact No.:	0195772617
Relationship	Professional

Full Name:	Hamizan B Zainal
Address:	PUSPAKOM Sdn Bhd
Occupation:	Ex Area Customer Care Advisor Penang
Company Name:	PUSPAKOM Sdn Bhd
Contact No.:	0164287179
Relationship	Profesional

### PREFERENCES

Type of employment : Full Time

Willing to work long hours : Yes

Willing to travel : Yes

Personal Transport : Yes

Willing to work on shift : Yes

Preferred working days : It doesn't matter to me

Desired Salary range : RM 3500 to 6000 (Negotiable and work location: Penang/Kedah) or RM 8500 (Negotiable and work location: outside Penang/Kedah)

Availability : 1 week after notification