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#### PERSONAL DETAILS

IC NO : 881001-06-5360  
DATE OF BIRTH : 01 OCT 1988  
PLACE OF BIRTH : KUANTAN, PAHANG DARUL MAKMUR  
GENDER : FEMALE  
NATIONALITY : MALAYSIAN  
STATUS : SINGLE

#### EDUCATION BACKGROUND

FIELD OF STUDY : **BAC. OF INFO TECH. (KNOWLEDGE MANAGEMENT)**  
DURATION : JUNE 2010 – SEPT 2013  
MAJORING : KNOWLEDGE MANAGEMENT  
UNIVERSITY : UNIVERSITY SELANGOR (UNISEL)

FIELD OF STUDY : **DIPLOMA IN INFORMATION TECHNOLOGY**  
DURATION : DEC 2007 – MAY 2010  
MAJORING : INFORMATION TECHNOLOGY  
UNIVERSITY : UNIVERSITY SELANGOR (UNISEL)

FIELD OF STUDY : **SIJIL SAINS KOMPUTER**  
DURATION : JUNE 2006 – NOV 2006  
MAJORING : COMPUTER SCIENCE  
UNIVERSITY : KOLEJ POLY-TECH MARA, KUALA LUMPUR

## WORKING EXPERIENCE

### 1. HUAWEI TECHNOLOGIES (M) SDN BHD

DURATION : AUG 2016 – PRESENT (TEMPORARY STAFF)  
LOCATION : PLAZA SENTRAL, KUALA LUMPUR  
POSITION : PROJECT ADMINISTRATOR  
CURRENT SALARY : RM2,900.00

#### RESPONSIBILITIES

- RESPONSIBLE IN PREPARING ACCEPTANCE DOCUMENT FOR CLIENT TO APPROVE.
- RESPONSIBLE IN APPROVAL ACCEPTANCE (CLIENT & HUAWEI PM)
- RESPONSIBLE IN BILLING AND i-BILLING PROCESS.
- RESPONSIBLE IN KEEPING AND MANAGED THI SIGNBACK DOCUMENTS IN ORDER.
- UPDATED ALL DOCUMENTS DATA AND DATE IN THE ISDP SYSTEM.
- PREPARED REPORTS TO MANAGER DAILY.
- KEEP TRACK ALL THE MISSING DATA AND INFORMATION IN THE ISDP SYSTEM.
- WEEKLY MEETING WITH CLIENT IN ORDER TO GET ACCEPTANCE DOCUMENTS PREPARED AS CLIENT REQUIRED.
- FOLLOW-UP WITH CLIENT & HUAWEI PM TO MAKE SURE ALL ACCEPNTANCE DOCUMENTS APPROVED AND SIGNED BEFORE DUE DATE.

### 2. UNITED OVERSEAS BANK

DURATION : FEB 2016 – MAY 2016 (CONTRACT BASIS)  
LOCATION : JLN RAJA LAUT, KL  
POSITION : CONTRACT OFFICER (PROJECT BASED)  
CURRENT SALARY : RM2,500.00

#### RESPONSIBILITIES

- INVOLVE IN ISLAMIC BANKING WINDOWS (IBW) PROJECT UNDER UOBM.
- TO ASSIST THE RECORD AND DOCUMENT RESULTS AND COMPARE TO EXPECTED RESULTS.
- GENERATED HISTORICAL ANALYSIS OF TEST RESULTS.
- PROVIDE APPLICATIONS INSTRUCTIONS FOR USER.
- DESIGN AND EXECUTE TEST PLANS ON COMPUTER APPLICATIONS.

- IMPLEMENT APPLICATION DESIGNS, CREATE QUERIES, AND SCRIPTS DELIVERABLES.
- EXAMINE CODE AND EXECUTION OF CODE IN UAT ENVIRONMENTS.

### 3. EXITANDO SDN BHD

DURATION : SEPT 2015 - NOV (CONTRACT)  
 LOCATION : CYBERJAYA, SELANGOR  
 POSITION : ASSISTANT PROGRAMMER  
 SALARY : RM 2,000.00

#### RESPONSIBILITIES

- RESPONSIBLE TO UPDATE THE CHANGE REQUEST BY CLIENT FOR WEBSITE DEVELOPMENT.
- MANAGE TO EXECUTE AND IMPLEMENT THE DEVELOPMENT ASSIGNED TO THE PROJECT SCHEDULED.
- PROVIDE AND CHECK PROJECT STATUS WITH CLIENT CONSTANTLY.

### 4. PROTOSTAR SOLUTIONS SDN. BHD

DURATION : JULY 2014 – AUG 2015 (CONTRACT)  
 LOCATION : PUCHONG, SELANGOR  
 POSITION : ASSOCIATE IMPLEMENTATION CONSULTANT  
 SALARY : RM 2,000.00

#### RESPONSIBILITIES

- RESPONSIBLE TO EXECUTE AND IMPLEMENT SOFTWARE PROJECT ASSIGNED TO THE PROJECT SCHEDULED.
- PROVIDE AND FEEDBACK PROJECT STATUS CONSTANTLY.
- MANAGE AND UPDATE THE TRAINING AND END-USER MANUAL.
- PROVIDE ON-SITE AND ON-IN SUPPORT TO CUSTOMER ACCORDING TO CUSTOMER CONTRACT.
- PREPARE PROJECT PROGRESS REPORT AND MILESTONE REPORT CONSTANTLY.
- CONDUCT USER REQUIREMENTS STUDY AND PREPARE REQUIREMENTS SPECIFICATION DOCUMENT

5. INFRAVISTA PROPERTIES SDN. BHD

DURATION : DEC 2013 – JUNE 2014 (CONTRACT)  
LOCATION : JALAN GENTING KLANG, SETAPAK  
POSITION : IT CUM ADMIN SUPPORT  
SALARY : RM 1,800.00

RESPONSIBILITIES

- COMMUNICATION WITH EXTERNAL PARTIES SUCH AS SUPPLIERS, CLIENTS AND GOVERNMENT DEPARTMENT WHEN NECESSARY.
- HANDLING INCOMING AND OUTGOING CALLS
- TO MAINTAIN, KEEP TRACK AND HANDLE RECORDS OF COMPANY LICENCES, REGISTRATION, AUTHORITY ISSUES AND ETC.
- ASSISTS IN FULL SPECTRUM OF TENDER PROCESS AND PROJECTS INCLUDING, DOCUMENTATION, CLAIMS AND ETC.
- TO MAINTAIN AND ENSURE STATUTORY BODY REGISTRATION FOR PKK, SURUHANJAYA TENAGA (ST), CIDB, MOF ARE UP TO DATE FOR THE GROUP OF COMPANY

6. WEBSE SDN BHD

DURATION : 20 MAY 2013 – 20 SEPT 2013 (4 MONTHS)  
LOCATION : MENARA UNCANG EMAS, JALAN LOKE YEW  
POSITION : WEB PROGRAMMER (INTERNSHIP)  
SPECIALIZATION : PROJECT MANAGEMENT  
SALARY : RM600

RESPONSIBILITIES

- TO UPDATE THE NEW CONTENT OF WEBSITE
- DO THE DOCUMENTATION USER GUIDELINE FOR CLIENT
- INVOLVE FOR NEW WEBSITE DEVELOPMENT (PUBLISHING WEB CONTENT) – BRITISH TOBACCO MALAYSIA WEBSITE
- ASSIST IN PROJECT DOCUMENTATION BY SUPERVISOR

EXPECTED SALARY: RM3,200.00 (negotiable)

## COMPUTER SKILLS

### BEGINNER:

#### 1. PROGRAMMING SKILLS

- HTML, C++, VISUAL BASIC.NET,PHP

#### 2. WEB

- JOOMLA, FRONTPAGE

#### 3. APPLICATION

- MICROSOFT OFFICE (WORD, POWERPOINT, EXCEL, ACCESS, PROJECT VISIO)
- MYSQL, MICROSOFT DREAMWEAVER

#### 4. MULTIMEDIA

- PHOTOSCAPE, MACROMEDIA DIRECTOR, MACROMEDIA FLASH MX

## PERSONAL SKILLS/STRENGTH

1. AGGRESSIVE WITH HIGH PERSONAL AND CAREER GOALS
2. ABLE TO WORK IN A GROUP OR TEAM
3. POSSESS GOOD HUMAN RELATION SKILLS
4. ABLE TO WORK INDEPENDENTLY UNDER MINIMUM SUPERVISION
5. COMMITTED, FAST LEARNER AND CREATIVE PERSON
6. HIGHLY MOTIVATED

## LANGUAGE

(PROFICIENCY: BEST = 10 /WORST = 1)

LANGUAGE	SPOKEN	WRITTEN
MALAY	10	10
ENGLISH	4	6

## REFERENCES

LIM SWEE FATT  
TESTER TEAM LEAD  
FINANCIAL INFORMATION MANAGEMENT  
UNITED OVERSEAS BANK  
H/P : 012-5191378

NURUL ATIKAH BINTI NAPI  
SENIOR PROJECT IMPLEMENTATION  
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