

RESUME



ROSNANI BINTI MOKHTAR

1 . Postal / Current Address

Current Address : No. 16, Blok 6, Tingkat 3, Pangsapuri Idaman
13500, Permatang Pauh, Pulau Pinang
Tel [H/P] : 012-4649490 / 011-32790084
Email : nanie_ris84@yahoo.com/ fauna_alam@yahoo.com

2 . Personal Particulars

Full Name : Rosnani Binti Mokhtar
IC Number : 840621-02-5318
Date of Birth : 21 June 1984
Gender : Female
Nationality : Malaysian
Religion/ Face : Islam/ Malay
Marital Status : Single
Height / Weight : 164 cm / 58 kg

3. Educational Background

Highest Level : Bachelor of Information Technology (BIT Hons)
Institution Name : Universiti Utara Malaysia
Field of Study : Information Technology (Information Management)
* CGPA : Second Class Upper
Graduation Date : March 2008
Second Highest Level : Malaysia Higher School Certificate (STPM)
Institution Name : Sek. Men. Keb. Tunku Abdul Rahman Mergong

4. Skills and Strengths

Computer Skills:

Software / Hardware

Experience in setup for personal computer with hardware installation and download for important software.

Troubleshoot for minor or major problems on hardware/software the personal computer.

*** Personal Strengths:**

- Possess initiative to learn and self-motivated
- Get ready to receive any challenge to improve the quality in my work progress.
- Interpersonal in communication skills with each other's to achieve an excellent job in team work and can communicate with all level of management.
- Quick learner for new thing to understand my job function.
- Business/Computer minded/ Working PC software and spreadsheet applications

Language Proficiency:

Spoken : Malay, English Written : Malay, English

5. Extra-Curricular Activities

Universiti Utara Malaysia

- Biro Kerohanian (AJK)
- "Seminar IM Working Towards Career in IM"
- "Seminar IT Graduate Dilemma!!! Go & Figure It Out"
- Subunit *Teknologi Media*) I, II, III & IV, University Utara Malaysia, Sintok

Achievements/ Involment:

- April 2007 - Presenter for "ICT Anytime anywhere Seminar"
Faculty of Information Technology, UUM
- 2006 - Macromedia Director Workshop
Multimedia Club , Faculty of Information Technology, UUM
- 2006 - Computer Maintenance Workshop
Multimedia Club, Faculty of Information Technology, UUM
- October 2008 - SAP briefing demonstration for UWC user system implementation.
- Nov. 2008 - Training "Effective Supervisory Skills" at PSDC Penang.
- Jun 2009 - Facilitator School net Training about exposure specific related
Initiatives was in school from policy aspect, planning and
implementation at school
- March 2010 - Attend Joomla workshop about construction website use Joomla
application

6. Working Experience**June 2014 – Now:**

Work as agency administrative at ZS One Organization, Seberang Jaya

- Monitoring training, Handling claim
- Any related job regarding agent Maintenance Of Contract (MOC), procedure services related insurance
- Handling (Private and Confidential) communication and other phone calls respectively

1 December 2011 – May 2014 :

Work as Planner at Asean Composites Sdn. Bhd.(ACM) Bukit Kayu Hitam.

- Manage and handle APS (Advanced Production Scheduling), related with material, manpower, machinery, order scheduling
- Machine Capacity Arrangement, Manpower Calculation
- Handling planning for core process
- Manage performance, motivation and satisfaction of production team to ensure key quality, output and efficiency target.

Julai 2009 – November 2011: Work as Schoolnet Facilitator at SMK Tunku Seri Indera Putera Alor Setar, in Kementerian Penerangan, Komunikasi dan Kebudayaan department.

Work Description:

- Responsible help in process related management, initiative planning of implementation and maintenance ICT at school and hostel. List initiatives at school (SchoolNet computer laboratory, WebTV, PPSMI access 's centre material courseware applications such as ESPKB, eDisplin, SMM, SSDM, Sistek

March 2009 – June 2009 : Work as Administrative /Personal Assistant at Prudential Assurance Berhad at Seberang Jaya, Pulau Pinang.

Work Description:

- Manage or arrange the new agent registration procedure and other related job like provide and recommend agent for attend training and examination data confirmation. (Provide training set-up support in the training room)
- As Personal Assistant to my manager and make sure all the insurance procedure process as insurance claim from client, surrender and management about administration will work efficiently and commit with HQ Kuala Lumpur.
- Project and expense tracking, billing, logistic arrangement, etc
- Any other duties and responsibilities as and when necessary on ad-hoc basis

Disember 2007- Feb 2009 :

Work as Planner at UWC Holding Sdn.Bhd. 797, Jalan Perindustrian Bukit Minyak 7, Mukim 13, 14000 , Pulau Pinang , Malaysia

Work Description:

- Control and make the planning for the standard material balanced for production process and order if necessary.
- Plan date for PFR down with refer to capacity loading status to make sure can reduce overloading machine at production.
- Manage and monitor the production and other resources (material, equipment, manpower) to achieve the production target.
- Plan the schedule and plan order that receive by customer and make sure the order process can run efficiently.Makesure can reduce machine overload with effectively planning.(Participate in project)
- Compile weekly stock, purchasing and delivery reports established by management and present to management during the weekly meeting.
- Manage performance, motivation and satisfaction of production team to ensure key quality, output and efficiency target.
- *** Referees:**

Muhammad Yusof bin Mokhtar

Pen. Pengarah Tenaga Kerja, Pejabat Tenaga Kerja Alor Setar, Kedah

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