



RESUME

Contact Details	
Name	: Nuraimisyahira bt Abdul Rahim
Address	: No.12,Jalan Idaman Jaya 6, Taman Idaman Jaya, 26800, Kuala Rompin,Pahang
Personal Particulars	
Age	: 26 years
Date of Birth	: 13 January 1991
Nationality	: Malaysia
Gender	: Female
Marital Status	: Single
Health	: Excellent
Religion	: Islam
Nationality	: Malaysian
Phone no.	: 014-9155950
Email	: aimiabdulrahim91@gmail.com
Qualification	
Qualification	: Degree
Field of Study	: Electrical Engineering
Institute/ University	: Universiti Tun Hussein Onn Malaysia (UTHM)
Graduation date	: October 2016
CPA	: 2.84
Qualification	: Diploma
Field of Study	: Electrical Engineering and Technology
Institute/University	: Universiti Tun Hussein Onn Malaysia (UTHM)
Graduation Date	: October 2013
CPA	:3.01
Qualification	: SPM
Field of Study	: Science Technical
Major	: Electrical Engineering
Institute	: Sekolah Menengah Sultan Ahmad Shah
Graduation Date	: December 2008

Work Experiences	
1) The Malaysian Work Department	
Industrial trainee	
<ul style="list-style-type: none"> ➤ Project management (Construction Site Management Electrical Installation) ➤ Asset facility management (Electrical Facility Maintenance Management) ➤ Technical consulting (Design and procurement) 	
June 2015 –September 2015	
Activities	
Activity	: Mobility student to Singapore
Level	: International
Activity	: “Leadership Transformation”
Level	: University
Activity	: “ Community Service Program”
Level	: University
Activity	: “Community Service with Special Student Program”
Level	: University
Skill/ Strenghts	
Administrative skills	
<ul style="list-style-type: none"> ➤ Organization and basic legal skills ➤ Experienced in general office procedure ➤ Dealing with public administration documents ➤ Archiving and record management 	
Soft skills	
<ul style="list-style-type: none"> ➤ Able to work as part of a team ➤ Communication- both written and verbal ➤ Negotiation, presentation skills 	

Software skills

- Microsoft Office
- PSCAD
- AUTO CAD
- PROTEUS

LANGUAGES

Malay : Fluent

English : Fluent

References

DR ERWAN BIN SULAIMAN

Senior Lecture
Electrical and Electronic Faculty
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