

SYAHIRA SYAZWANI BINTI MUSTAFA

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CAREER OBJECTIVE

My career objective is seeking for a challenging position which would best utilize my talents and experience as a member in your organization.

PERSONAL TRAITS

Being a success oriented individual, I am self-motivated and determined. Thus, I am highly responsible to complete and deliver expected outcomes as preset with learning agility and able to work either in group or alone with minimum supervision.

CAREER

February 2015-Present

Vale Malaysia Minerals as Document Controller

In general, my job scope is to undertake various functions related to document control, document archiving, document imaging and maintenance of document register. It is included to receive and registers provided document, including in-house generated document and controls issuance of document numbers. As the backbone for Engineering Department, I also have to ensure that controlled copies of latest approved documents and drawings are given to the appropriate engineers, subcontractors and suppliers as applicable. Apart of that, maintain the documents and drawings in the Document Control office as well as in the GED System under safe custody without any damage or deterioration with easy traceability.

The lesson that I have learnt are:

- Utilizing a range of office software, including email, spreadsheets and databases.
- A comprehensive understanding of health and safety regulations.
- Ability to evaluate, prioritize, organize and delegate work schedules
- Proven decision making skills
- Assisting departments with queries on documentation requirements and submissions.

October 2012-October 2014

IMPISA (M) Sdn. Bhd. as Document Controller

As Document Controller, I have to provide efficient distribution and control of documentation services for team members in the project site as well as to assure on all received engineering documents distributed and controlled according to internal company work procedures. Working to deadlines and ensuring that all departments of the organization are following the same procedures with regards to documents. Apart from that, I must obligate high grade of confidentiality with handling of design documents, maintain and update periodically the documentation for every project.

The competencies that have been built up being as Document Controller are:

- Possess outstanding time management and organizational skills
- Ability to work under pressure and meet deadlines
- Ability to keep clear and accurate records and reports

- Organizing work load and to manage a filing methods and management techniques
- Ensure the accuracy, quality and integrity while working
- Adhere to record retention policies, safeguard information and retrieve data more effectively
- Comply with the company's compliance of document management

July 2011-February 2012

PETRONAS Gas & Power Business as Human Resource Management Trainee

(Skim Latihan 1Malaysia-PETRONAS Graduate Employability Enhancement Scheme)

The main task that I have to execute as HRM Trainee is to plan, organize and facilitate the recruitment exercise in accordance with established processes which include arrangements, short listing of talents and selection of assessors for Structured Interview. I am responsible to meet the manpower requirements in line with PETRONAS' business needs in terms of supplying adequate numbers of talents as well as ensuring the right fit for the job. Other than that, is to identify, maintain and safe guards proper records or database on a talent pools of candidates in order to ensure headcount allocation against operating plan of recruitment process. Last but not least is to upkeep confidential administration and documentation duties of HR related correspondence.

While underwent for this on job training, I have been taught of:

- Effective written communications skill including the ability to prepare reports and proposals
- Problem solving and negotiation skill
- Be meticulous and well-organized to meet strict recruitment deadlines
- Possess good follow-up skills, accountable and able to maintain strict confidentiality

November 2010-May 2011

Al-Ikhsan Sports as Assistant Supervisor

My responsibilities as assistant supervisor included to assist outlet supervisor in achieving the sales target of the outlet and providing excellence customer service on the selling area as well as able to gauge customers' needs. Apart of that, I also have to actively engage with the supervisor on efforts towards outlet profitability and team performance.

While doing this job, I have learnt about:

- Excellent interpersonal communication skills
- In-depth knowledge of the work procedures as I have to train other members
- Good organizational, leadership and time management skills
- Able to work independently under minimum supervision, proactive and a good team player

May 2009-July 2009

Politeknik Ungku Omar, Ipoh as Practical Student

While doing my practical training, I am responsible for the day-to-day running of library services. My duties included using IT systems to catalogue, classify and index stock, organizing resources so that they are easy for users to find and keeping up to date with new publications and selecting stock. I also have to maintain timely, accurate data of the printed and electronic resources in the system used to enable access to library resources by library users. Besides that, my duty is to monitor and maintain access to the printed and electronic resource access problems reported by library users.

The things that I have learnt are:

- Organizational skills
- Good knowledge in library management system, cataloging rules, international cataloging and classification standards
- Possess good interpersonal and communication skills with the ability to interact with library users.

- Learn the ability to manage multiple tasks, deal efficiency with conflicting deadlines, prioritize work load and execute tasks at short notice.

EDUCATIONAL BACKGROUND

Year	Institution	Results
2010	Universiti Teknologi MARA, Merbok, Kedah Bachelor of Science in Information Studies (Hons) (Library and Information Management)	CGPA 3.35

COMPUTER SKILLS

Skills	Proficiency
Microsoft Office	
• Microsoft Word	Excellent
• Microsoft Outlook	Excellent
• Microsoft Power Point	Excellent
• Microsoft Excel	Excellent
• Microsoft Publisher	Intermediate
• Microsoft Access	Intermediate

LANGUAGES SKILLS

Proficiency (0=Poor,10=Excellent)		
Language	Spoken	Written
Bahasa Melayu	10	10
English	9	10

REFERENCES

Available upon request