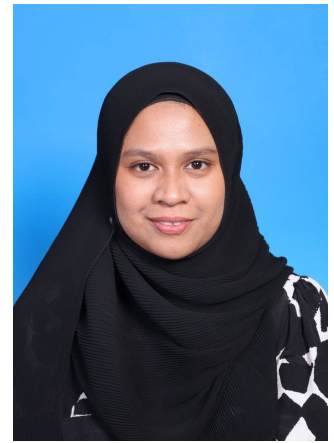


**Siti Ruhaifah binti Amir Zahari**  
**+6019-6781382**  
**iefah91@yahoo.com**  
**No 117 Jalan Kupang, Batu 4 ½**  
**Skudai Kiri, 81200 Johor Bahru, Johor.**  
**Married**  
**33 years old / 27<sup>th</sup> Feb 1991**



## EDUCATION

**Sekolah Menengah Sultan Abdul Halim, Jitra, Kedah.**

Sijil Pelajaran Malaysia – 10A

Class of 2004 – 2008

**Akademi Laut Malaysia (ALAM), Kuala Sg, Baru, Melaka.**

Diploma in Nautical Studies

CGPA 3.67

Class of 2009 – 2013

## CERTIFICATION

### **Professional Qualification**

Certificate of Competency Class 3 - Watch-keeping Deck Officer

500 grt and above (UNLIMITED VOY)

Issued by Malaysia Marine Department (MARDEP)

## CURRENT EMPLOYMENT

### **PEGAWAI TADBIR AWAM N29**

#### **PUSAT LATIHAN TEMPUR TENTERA DARAT (PULADA)**

*March 13, 2019 – Present*

- Manage the administration of the staff under surveillances
- In-charge of managing the employment of civil servants according to the current needs of the team, brigade and ministry.

## EMPLOYMENT HISTORY

### **3<sup>RD</sup> OFFICER IN-CHARGE OF NAVIGATION**

#### **MISC BERHAD**

*May 1, 2013 – June 31, 2016*

- Served as 3rd Officer In charge of navigational watch-keeping at sea in LNG Tanker for 3 years.
- In-charge of performing tests, maintenance and record of Global Maritime Distress and Safety System (GMDSS) equipment.
- Assist chief officer in cargo operations, ballasting and de-ballasting operations during port stay.
- Responsible to maintain and update all safety equipment onboard.
- Well versed in all maritime convention and laws.
- Assist Captain in preparing documentation for vetting and

## EMPLOYMENT HISTORY

audit purpose.

**TRAINING AND CONSULTANCY EXECUTIVE**  
**Netherlands Maritime Institute of Technology (NMIT)**  
*July, 2017 – February, 2019*

**SKILLS**

- Research and developed training modules for clients.
- Trains and coaches managers, supervisors and others involved in employee development
- Carried out consultancy job for TNB Fuel in reviewing their SOP of Coal Spontaneous Combustion.

**REFERENCE**

**Language** : Fluent in both speaking and writing in Malay and English.

**Computer Skills** : Microsoft Office Word, Microsoft Office Excel

**Strengths** : Works with minimum supervision, hardworking and willing to learn new things.

**NETHERLANDS MARITIME UNIVERSITY COLLAGE (NMUC)**

Name : Hj.Tomingan bin Kamaron (Head of Education)  
Office Address : No.1 Jln Persiaran Canselor 1, Kota Ilmu,  
Educity@Iskandar, 79200 Iskandar Puteri, Johor  
Telephone : +6012-7977730  
Email : tomingan@nmit.edu.my

**MISC BHD**

Name : Mr. Zaidi bin Awaluddin (Manning)  
Office Address : Level 20 Menara Dayabumi, Jalan Sultan Hishamudin, 50712 Kuala Lumpur  
Telephone : +6018-2045672  
Email : [zaidiaw@miscbhd.com](mailto:zaidiaw@miscbhd.com)