

# SAID AZIM BIN SAID AZMI

Future Bachelor of Electrical Engineering with Honours

Telok Mas, Melaka

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## PROFESSIONAL SUMMARY

Aspiring Electrical Engineer with experience in instrumentation, electrical troubleshooting and administrative support in industrial sectors. Contributed to reliability projects impacting 2,000+ electrical assets and managed 15,000+ client records. Proficient in Excel and Power BI, with project exposure at PETRONAS and Akla Services supporting cross-functional teams of up to 10 members.

## WORK EXPERIENCE

- Malaysian Refining Company Sdn. Bhd. (wholly owned subsidiary of PETRONAS)** Sungai Udang, Melaka  
**Electrical Engineer (Bachelor's Internship)** Jul 2024 – Sep 2024
  - Enhanced ERS databases for electrical parts including Earthing, Lightning Protection and ENMCS using FL/EQ mapping and FMEA in Excel, enabling earlier fault detection across 2,000 assets.
  - Collaborated with the team to troubleshoot MCB tripping by developing a checklist and using a PQ meter to identify and isolate neutral faults across two distribution boards, enabling short-term resolution and restoring system stability.
  - Completed comprehensive training programs, including 11kV Switchgear Protection by Schneider, M-Face Training for the Onboarding Program and essential process area access courses such as HSSE Induction and ISPS Training.  
**Instrument Engineer (Contract)** Apr 2022 – Jul 2022
  - Optimised Excel databases by breaking down worklists and revising schedules to align with the Primavera P6 mechanical timeline, supporting shutdown planning and minimising potential delays.
  - Performed QAQC for the instrument team Package 2 and inspected approximately 600 instruments with the supervision of instrument specialist.
  - Streamlined QAQC reporting by transforming Excel-based progress tracking into interactive Power BI dashboards, improving visibility and decision-making for the instrument team.
  - Led Package 2 QAQC documentation of all QAQC form and MI Checklist and uploaded one week ahead of timeline to OEMS for record and audit compliance.  
**Electrical Engineer (Diploma's Internship)** Oct 2021 – Jan 2022
  - Supervised troubleshooting of lighting systems and servicing of industrial circuit breakers on the LRT Project, ensuring timely fault resolution and reducing downtime through hands-on coordination with the electrical and VERTIGO team.
  - Developed Excel databases such as Electrical Shift Troubleshooting and MTS Electrical Assignment Load which discussed by TECS and EMWP Lead.
  - Facilitated on major substation audits for Plants 1, 2 and 3 by documenting compliance with OSHA and ST guidelines, contributing to improved safety procedures, signage updates and clearer competency and PPE requirements.
- Akla Services Sdn. Bhd.** Remote Work  
**System Administrator (Contract)** Jan 2022 – Mar 2022
  - Facilitated on data entry during peak periods by inputting 400+ client information into Perkeso platform.
  - Collaborated with the IT team to propose and implement a new data extraction method, improving processing efficiency and data accuracy.
  - Extracted and updated 15,000+ client records weekly using Excel, improving data formatting and flagging errors for correction, ensuring accurate reporting for HOD meetings.  
**Human Resources Administrator (Apprenticeship)** Jul 2021 – Dec 2021
  - Populated 3,000 of client data into the employer website and utilised the process of data verification.
  - Standardised and organised inconsistent client data in Microsoft Excel, improving clarity and alignment across records to streamline issue tracking and ensure data consistency.
  - Analysed and updated 9,000+ client application records weekly using Excel tools such as XLOOKUP, Fuzzy Lookup, Power Query and Pivot Tables, enabling accurate status tracking and generating summary reports.

## CERTIFICATE

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|---|---|
| <b>1. Oil and Gas Safety Passport (OGSP)</b><br>NIOSH Malaysia (Apr 2021 — Apr 2025)<br><i>Credential ID: OG075965M-22</i>          | <b>3. Safety Induction Construction Worker (SICW)</b><br>CIDB Malaysia (Aug 2021 – Aug 2022)<br><i>Credential ID: 1000218ML2100238439</i> |
| <b>2. Hydraulics Technology Level 1: Basic Education</b><br>Bosch Rexroth (Jan 2025)<br><i>Credential ID: UTeM/FKE/HTG/2024/103</i> |   |

## EDUCATION

<b>Bachelor of Electrical Engineering with Honours, Universiti Teknikal Malaysia Melaka (UTeM)</b> CGPA: 3.47    2x Dean's List	<b>2022 – Present</b>
<b>Diploma in Electrical Engineering, Universiti Teknikal Malaysia Melaka (UTeM)</b> CGPA: 3.39    MUET: Band 4	<b>2018 – 2022</b>
<b>Sekolah Menengah Kebangsaan Telok Mas</b>	<b>2016 – 2017</b>

## PROJECT

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|---|----------------------------|
| <b>1. Forecasting Household Energy Consumption via Statistical Analysis</b><br>Individual Bachelor's Final Year Project<br><a href="#">Forecasting Energy Consumption @ Google Drive</a> <ul style="list-style-type: none"><li>Analysed the energy consumption of 30 households in Melaka from July 2021 to June 2024 with a total of 2M data.</li><li>Forecasted future household energy consumption using ARIMA and ARMA models to align energy generation with distribution, minimising resource waste and supporting Malaysia's Net Zero Carbon initiative by 2050, in line with SDG13.</li></ul> | <b>Oct 2024 – Present</b>  |
| <b>2. Prototype Parcel Collector Robot</b><br>Individual Diploma Final Year Project<br><a href="#">Prototype Robot Presentation @ YouTube</a> <ul style="list-style-type: none"><li>Collecting and securing goods through the designated application, 'YourRobotz' with Bluetooth as the communication module.</li><li>Consists basic element of electrical, mechanical, programming and networking.</li></ul>  | <b>Mar 2021 – Jun 2021</b> |

## AWARD & VOLUNTEER

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|---|-------------|
| First place in the Bicycle Grouping organised by Sukan Antara Fakulti (SAF) 2023      | <b>2023</b> |
| Performance Team for OOIA Pizza Booster Day sponsored by MRCSB Engineering Department | <b>2022</b> |
| MRCSB Flood Volunteer Community Service at Jelebu, Negeri Sembilan                    | <b>2021</b> |

## SKILLS

<b>Adobe Acrobat Pro DC</b>	Advanced	<b>Electrical Wiring</b>	Intermediate
<b>Microsoft Excel</b>	Advanced	<b>Electronic Troubleshooting</b>	Intermediate
<b>NI MultiSIM</b>	Advanced	<b>General IT Knowledge</b>	Intermediate
<b>PSPice</b>	Advanced	<b>Microsoft PowerBI</b>	Beginner
<b>AutoCAD</b>	Intermediate	<b>MATLAB</b>	Beginner

## LANGUAGES

<b>Malay</b>	Native Speaker	<b>English</b>	Highly Proficiency
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