

MUHAMMAD HANIS TAJUDDIN

Kuantan, Pahang, Malaysia | +60136024287 |
hanistajuddin94@gmail.com |
Linkedin.com/in/muhammad-hanis-tajuddin/
(Willing to relocate)



PROJECT COORDINATOR

- A project coordinator trainee with experience in handling project improvement activities, preparation of documentation and collaborate with the different disciplines to ensure the completion of each project within timeframe and budget.

EXPERIENCE

BASF PETRONAS Chemicals Sdn Bhd, Pahang

Graduate Trainee (Project Coordinator)

November 2019 - Present

Responsibilities

- Coordinates project improvement initiatives and execution of capital expenditure projects.
- Contributes inputs to the project team on the concept of modifications, risks assessment and windows for implementation.
- Plan and review the technical documents to ensure alignment with the budget and schedule.
- Ensure the implemented projects comply with the policies, procedures and practices.
- Prepare documentation and following up on important actions and decisions from meetings to ensure the smooth flow of each project.
- Support in daily production planning and reporting.
- Communicates each proposed project to the senior management teams, execution teams and vendors to ensure the completion of each project.

Achievements

- Designed the project schedule and tracking dashboard by using power Business Intelligence software.
- Designed plant annual gas emission product tanks excel sheets for environment emission reports.

Advanced Membrane Technology Research Centre (AMTEC), Johor

Research Assistant

September 2016 – August 2019

Responsibilities

- Perform inventory checklist, order materials and equipment from suppliers.
- Managed the bills (delivery order and invoices, claims) and ensure each payment was completed within the timeframe.
- Reviews the contract from all suppliers and aligned with management teams to purchase the suitable items in the laboratory
- Developed and designed research work plans according to project needs.
- Ensure safe handling and storage of chemicals in the laboratory

Projects

- Designed a calculation spreadsheet for analysis research data
- Mentored and trained 1 master project and 3 undergraduate final year projects.

Veolia Water Malaysia (OM) Sdn Bhd, Johor

Internship

June 2015 – September 2015

Responsibilities

- Assisting in the operating wastewater treatment plant, chiller plant and steam plant.
- Performed sample testing for plant effluent to ensure its quality meets DOE standard.
- Support in administrative works (filing, purchasing order and purchase request).

EDUCATION

Universiti Teknologi Malaysia – Johor, Malaysia

- Master of Chemical Engineering, 2019
CGPA: 4.00/Pass with merit
Award: Best Student Awards in UTM 62nd Convocation, 2019.
- Bachelor of Engineering (Hons) (Chemical-Gas Engineering), 2016
CGPA: 3.22/Second class upper

SKILLS

- Microsoft office – Intermediate
- SAP – Beginner
- Power BI - Intermediate

LANGUAGE

- Malay – Native
- English – Advanced

CO-CURRICULUM ACTIVITIES

- Actively participate in variety exhibition (INATEX, ITEX and MTE) to share the research output and awarded with medals
- Facilitator programmed, committee member and module invent it for the National Science Challenge 2018.
- Committee for Regional Post-Graduate Conference on Environmentally Sustainable Technology 2017.
- Sakura Exchange Program in Science (Meiji University) by Japan Science and Technology Agency 2017.

AVAILABILITY

- Available in a 1-month time

REFEREES

- Available upon request