



## Nur Hidayah Binti Asnu

A-3-16 Kelompok Camar, Ampang, Selangor, Malaysia  
0166950227/0189170533 | nurhidayahasnu@gmail.com

### PROFILE

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- “A dedicated professional with **2 years+ combined experiences** as a Project Administrator / supervisor in retails and various sector environments.”
- A recent graduate of the **Diploma in Engineering Technology in Telecommunication** at UniKL British Malaysian Institute, with proven experience soft & hardware designs, communication systems, and profession hand on.

### EDUCATION

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<b>UniKL British Malaysian Institute</b>	Gombak, Selangor
<i>Diploma Engineering Technology in Telecommunication</i>	2014
<ul style="list-style-type: none"><li>▪ Major in Data Communication</li><li>▪ Digital communication and system networking</li></ul>	
<b>SMK Puteri, Seremban</b>	Seremban, Negeri Sembilan
<i>Sijil Pelajaran Malaysia</i>	2010
<ul style="list-style-type: none"><li>▪ Pure Sciences (biology, additional mathematics, chemistry, physics)</li></ul>	
<b>SMK Puteri, Seremban</b>	Seremban, Negeri Sembilan
<i>Penilaian Menengah Rendah</i>	2008

## EXPERIENCE

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### **Huawei Technologies Sdn.Bhd**

The Icon, Kuala Lumpur

*Document Controller*

October 2015- Present

- Responsible for document control - site acceptance, project revenue, collection, engineering.
- Final hand over Site Pack (Southern Region)
- Updating Southern Plan Tracker.
- provide project coordinating support and administration to senior engineers or project managers

### **Binasat sdn. bhd**

Cheras, Kuala Lumpur

*Project Administrator*

January 2015-Sept 2015

- Updating Huawei daily spare tracker for nationwide
- Handling staff claim, off (rest) day, duty rooster, and staff advance payment.
- Daily report for Huawei equipment.
- Tasks that assigned by Supervisor/Manager.
- Technical support. (live docket)

### **Binasat sdn. Bhd**

Cheras, Kuala Lumpur

*Call Center cum Admin – Intern*

Sept 2014-Dec 2014

- First level troubleshooting for VSAT.
- Base Controller for troubleshooting and fault escalation.
- Monitor Technical Engineer daily activities
- To drive organizational KPI related to service and maintenance.
- Implement process optimization and group productivity improvement.
- To drive Binasat Control Centre fault escalation processes and improvement.

### **OOTB Solutions sdn. Bhd**

Setapak, Kuala Lumpur

*Supervisor cum Sales Associate*

June 2013-August 2014

- Ensure pricing is correct.
- Work on store displays.
- Attend trade shows to identify new products and services.
- Maintain store's cleanliness and health and safety measures.
- Help retail sales staff achieve sales targets.

## SKILLS

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languages	speaking	writing
English	7/10	8/10
Bahasa Malaysia	10/10	9/10
Mandarin	1/10	2/10

### Engineering Skills

- Software ; C++, Radmin, Matlab, CISCO Network, Multism, Microsoft office 2007,2008
- Hardware ; analog and digital Multimeter, soldering, engineering design

### Other Skills

- Multitasking, able to work in minimum supervising and excellent team player and possess leadership ability

## Additional Info

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- Willing to travel and working in long hours
- Willing to work on the weekend

## References

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### Mr Syamsul Adlan bin Mahrim

#### (Final year project Supervisor cum Student advisor)

British Malaysian Institute,  
Batu 8, Jalan Sungai Pusu,  
53100, Gombak, Selangor  
03 -6184 1000 ext 158

### Mr Ahmad Salehudin Hashim (Project Coordinator)

Binasat Sdn Bhd,  
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Taman Industri Bukit Permai,  
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