



Nour Bahjah

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080308, Jalan Metafasa U16/3A, Seksyen U16, Pangsapuri Teratai, Taman Bukit Subang,
Shah Alam, Selangor

Experience

11 years of total experience

May 2017 - August
2017
(4 months)

Site Aquisition – Access (Contract staff)

Zte corporation Sdn Bhd

Specialist for Zeno Digi project

Project Engineer (In building coverage, IBC) Planning, Implementation and Roll Out.

To maintain and update IBC Master Plan, database.

Completion of 3G/LTE IBC Master Plan Year 2016 - to complete work permit / access for site sharing from others telco and building management.

Dec 2015 - Dec 2016
(1 year 2 months)

Site Aquisition - Access

Huawei Technologies Malaysia Sdn Bhd | Kuala Lumpur, Malaysia

Industry

Telecommunication

Role

Telecommunication Engineer

Project Engineer (In building coverage, IBC) Planning, Implementation and Roll Out.

To maintain and update IBC Master Plan, database.

Completion of 3G/LTE IBC Master Plan Year 2016 - to complete work permit / access for site sharing from others telco and building management.

To review and check Technical Proposal

To join the site survey for planning, implementation and roll out.

Dec 2013 - Nov 2015
(2 years)

Project Engineer

Huawei Technologies Malaysia Sdn Bhd | Kuala Lumpur, Malaysia

Industry

Telecommunication

Role

Telecommunication Engineer

Jan 2015 – Nov 2015

Delivery configuration (Team Lead)

Manage team to perform configuration base on site design.

Liaise with Contract Configuration Engineer & Product Configuration Engineer to get Material publishes on time.

Coordinate with Regional PM for site requirement and weekly plan

Communicate with Regional PE for material collection by contractor.

Coordinate with material team (Supplier chain) for available stock at warehouse

01 December 2013 – Dec 2014

Material request (Team Lead)

Lead team for material request on system.

Coordinate with Regional PE for site and sub-con list.
Assist PE to create Return Note for return material.
Checking and broadcast material availability to project team.
Gather required info before deliver material to site.
Liaise with Supplier chain to create DN and release material to contractor
Confirm with PE material collection status to update in system as final step

Mar 2013 - Nov 2013
(9 months)

Project Co-ordinator
RFS SDN BHD

Industry Telecommunication
Role Telecommunication Engineer

01 March 2013

Project Coordinator

- Worked in coordination with the project administrator and managers to complete the projects – Served as a point of contact from project initiation to completion.
- Worked with project team members, clients and vendors to coordinate activities, provisioning, environment setup, installation, and integration testing.
- Worked under the supervision and guidance of the assistant project manager and superintendent; became proficient in many project strategies from them.
- Allocated resources to various departments and managers as per their needs and requirements

Document Controller (Document/Report)-Huawei

- Analyzed and monitored the project reports to sort out issues in documentation section.
- Maintained and documented reports on a daily basis regarding the projects assigned to various departments; progress and schedule.
- SSR – Site Survey Report, must be sent within 3 working days after survey done.
- SDD – Site Document Design, must be sent within 3 working days after site integrated and On-air.
- Project tracking report and other related project documentation.

Jun 2007 - Feb 2013
(5 years 9 months)

Project Co-ordinator
BIRD TECHNOLOGY SDN BHD

Industry Telecommunication
Role Telecommunication Engineer

August 2011 – Feb 2013

Project Coordinator

- Worked in coordination with the project administrator and managers to complete the projects – Served as a point of contact from project initiation to completion.
- Worked with project team members, clients and vendors to coordinate activities, provisioning, environment setup, installation, and integration testing.
- Worked under the supervision and guidance of the assistant project manager and superintendent; became proficient in many project strategies from them.
- Allocated resources to various departments and managers as per their needs and requirements.

June 2007 – July 2011

Document Controller (Document/Report)-Huawei, Ericsson

- Analyzed and monitored the project reports to sort out issues in documentation section.

- Maintained and documented reports on a daily basis regarding the projects assigned to various departments; progress and schedule.
- SSR – Site Survey Report, must be sent within 3 working days after survey done.
- SP – Site Pack, must be sent within 2 working days after installation done.
- SDD – Site Document Design, must be sent within 3 working days after site integrated and On-air.
- Prepare reports (weekly report/monthly report), project tracking report and other related project documentation.
- Prepare BOQ and SID for material roll out and Installation.
- Understanding Site Master result to get best quality of Intergration part (SDD)

Dec 2005 - Jun 2007
(1 year 7 months)

Account Admin

Teleboss International Sdn Bhd

Industry Telecommunication
Role Administrative Executive

08 June 2006 - 14 June 2007

Account Assistant

Payment: Issue Invoice, Issue Payment Voucher

Receivable : Take care purchase order for customer, Receive payment from customer (cash, Cheque and Credit Card), Handle credit card machine (Swept credit card and do settlement), Issue receipt, Issue Invoice, Bank in Cash and cheque, Monitor incoming payment from MBF Credit Card, Checking and update company account

08 December 2005 - 08 June 2006

Administrator

General administrative support, Perform data entry timely and accurately, Generate reports as and when required, attend to all coming and outgoing calls appropriately and courteously and check stock in store room

Education

2005

Universiti Teknologi Malaysia (UTM)

Bachelor's Degree in Physics | Malaysia

Skills & Abilities

Computer Literacy	AUTO CAD, MS OFFICE EXCEL, MS OFFICE WORD, MS OFFICE POWER POINT
Communication & Writing	Proficiently spoken and written in Bahasa Melayu, Fairly fluent spoken and written in English.
Learning Attitude	Fast learner in any programme or training
Jobstreet English Language Assessment (JELA)	
Date Taken	19 Jun 2016
Score	31/40
Profile	<p>Prefers a systematic, comprehensive approach</p> <p>Conscientious and thorough, but very task and quality oriented</p> <p>Inclined to respond to a logical argument more than to subjective claims</p> <p>Tends to adopt an entertaining and charismatic manner in group situations</p> <p>Able to socialize easily, can be accepted by others quickly</p> <p>Often motivated to balance the expectations for good performance from others while maintaining a cooperative relationship with them</p> <p>Can work effectively on a team, but enjoys being the one in charge</p>

Additional Info

Expected Salary MYR 3,800 (Negotiable)

Course Attended CIDB
First Aid Training Course
Project Management
TM Niosh Safety Briefing

References

ZTE Name : Yasmiza Yassin
Mobile : 016-902 5813

Name : Syatila Nazhari
Mobile : 012-676 6365

Huawei Name : Ahmad Faisal
Mobile : 012-383 0392