

NUR SHAHIRAH BINTI MOHD AZMI

No.5, Jalan F, Felda Sungai Behrang, 35820,
Slim River, Perak Darul Ridzuan
013-4807920
shrhazmi@gmail.com



Age	:	25 years	Date of Birth	:	27 th August 1995
Nationality	:	Malaysian	Gender	:	Female
Marital Status	:	Single	I/C Number	:	950827-06-5398

1. OBJECTIVES

To seek for a challenging experiences in various fields with top leading organizations that offer new challenges and more opportunities to grow where I can fully utilize my skills and knowledge and further enhance them as a contribution to my self-development, and to be able to be a part of a team in which I can contribute as a team member, in preparation for my future career.

2. EDUCATION

2016-2018

UNIVERSITI TEKNOLOGI MARA (UITM), PUNCAK ALAM, SELANGOR

- ❖ Bachelor in Office System and Management (HONS)
- ❖ CGPA : 3.28
- ❖ Related Coursework : Investigating the factors associated with behavioral intention to disclose personal information on location-based services (LBS).

2013-2016

UNIVERSITI TEKNOLOGI MARA (UITM) SERI ISKANDAR, PERAK

- ❖ Diploma in Office Management and Technology
- ❖ CGPA : 3.45

2008-2012

SEKOLAH MENENGAH KEBANGSAAN SERI GADING, JOHOR

- ❖ Sijil Pelajaran Malaysia (SPM)
 - ❖ Result : 7A 1B 1C
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3. WORK EXPERIENCE

DIMENSION BID (M) SDN. BHD.

September 2018 – July 2020

Operation Executive, Asset Management

Job Scope:

- ❖ Responsible for CHS ERP System (VTiger) for asset management (mainly for asset tracking).
- ❖ Work with maintenance team and ensure all equipment are updated in database and inventories system by all maintenance section.
- ❖ Monitor the inventory system and update Field Service Manager regularly.
- ❖ Update maintenance report for each equipment/package.
- ❖ Responsible on Software Key License, renewal, upgrading and tracking for data logging.

POLITEKNIK SULTAN AZLAN SHAH (PSAS), BEHRANG, PERAK

August - November 2017

Liaison and Industrial Training Unit (Intern)

Job Scope:

- ❖ In charge in keying in students' industrial training marks and came out with a final report.
- ❖ Handling incoming and outgoing calls.
- ❖ Writing minutes of meeting.
- ❖ Conducting a final report on students' industrial training marks and statistics.
- ❖ Participate as a volunteer during 15th Convocation Ceremony.
- ❖ Assist students to "Negaraku" program in Bukit Jalil.

UNIVERSITI PENDIDIKAN SULTAN IDRIS (UPSI)

December 2015

Assistant Invigilator (Part-timer during students' final examination.)

4. SKILLS

Languages	Spoken	Written
English	Fair	Good
Malay	Excellent	Excellent

5. COMPUTER SKILLS

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Windows Movie Maker, Microsoft Outlook

6. ACHIEVEMENTS

Description	Date Achieved	Details
Dean's list Award	December 2014	Semester 3
Dean's list Award	March 2015	Semester 4
Malaysian University English Test (MUET)	November 2015	Band 4
Entrepreneur Forum	April 2016	Participant
"Practical Solah For The Disable" Programme	May 2016	Participant
Bon Appetit "Eat With Honor"	November 2016	Participant
Volunteer FitKL Negaraku (under PSAS)	August 2017	Lead volunteer team from PSAS
Politeknik Sultan Azlan Shah 15 th Convocation	October 2017	Volunteer
SKG-25 Series 4/2018	October 2018	Committee
SKG-25 Series 5/2019	August 2019	Committee
ERP Training (CHS Custodian)	2019-2020	Trainer

7. PERSONAL STRENGTHS

A highly motivated person with real enthusiasm towards work. Possess pleasant attitude and personality to communicate with others. Able to work together with others in a team if needed.

8. EXPECTED SALARY

RM2800 (Negotiable)

9. REFERENCES

Abdul Rahman Kamal

Field Service Manager
Dimension Bid (M) Sdn. Bhd.
Warehouse 22 (Door 06),
Phase 2, Kemaman Supply Base,
24007, Kemaman,
Terengganu Darul Iman.
Tel : 012-9667861

Nik Hazlin Hazura Nik Aziz

Senior Executive, Human Resource
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