



NUR FARHANA BINTI MOHD AMIR

NO. 38 Jalan Anggerik 4, Taman Puchong Perdana,
47150 Puchong, Selangor.
Female, Islam, Malaysia
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OBJECTIVE

To obtain a career opportunity in an organization which would help me to utilize my academic background and skills that assist me to gain experience.

EDUCATIONAL BACKGROUND

2011-2014	:	Universiti Teknikal Malaysia Melaka (UTeM) Bachelor in Electronics Engineering Technology (Telecommunication) with Honours
2008 – 2011	:	Politeknik Sultan Salahuddin Abdul Aziz Shah Diploma in Electronic Engineering CGPA : 3.33

TRAINING/WORKING EXPERIENCES

Electrical Trainee February 2016- Present
MMC GAMUDA KVMRT (PDP) Sdn. Bhd

- Attend meeting with the client for consultation and get new information about updated drawing.
- Creating families for electrical and other service equipment.
- Able to review electrical drawing and familiarize with all electrical drawing.
- Attend meeting and liaise with the supplier for consultation about the best type of product to used.

Sale Assisted June 2012-Sept 2012
Forever 21 Sdn. Bhd

Reason leave: Further study

- Deal with customer Gained skill working in cashier
- Be involved in stock control and management
- Keeping the store tidy and clean and assisting shoppers to find the products they are looking for
- Work under stress during Year End Sale

Services and Consultancy Trainee June 2011- Jan 2012
Maxis Sdn. Bhd

Reason leave: Further study

- Interact with customers to provide and process information in response to inquiries, concerns, and requests about products and services
- Giving advice and guidance on product selection to customers
- Handle complain regarding customer's account

Electrical Trainee

June 2010 -Aug 2010

Telekom Malaysia Sdn. Bhd

- Assigned to each CNO sub-department (Control Center, Docket Team, Access Cable, Access Fiber, Access DSLAM and Data Unit)
- Involved in Customer Fault Service and updating information in WebStar, ENSIS and CASS
- Performed an installation and termination telephone lines in MDF
- Provide assistance to supervisor staffs to perform Telekom's equipment maintenance
- Provide assistance to supervisor staffs to perform faultfinding

Admin Assistant

Binajaya Snd. Bhd

Dec 2008 -Aug 2009

Reason leave: Further study

- Doing office works/administrative systems
- Recording and updating databases
- Managing contractual arrangements with suppliers

SKILLS

Proficiency in Windows XP, Microsoft Office, AUTOCAD, MULTISIM, MATLAB, ADS, Protues, MPLAB IDE, Packet Tracer, C+, Cisco, Proteus, ADS Software, Xshell and C++.

PERSONAL CHARACTERISTICS

Highly creative, innovative, flexible and able to accommodate in most working environment, fluent in most computer software and hardware, and able to work independently with minimum supervision.

REFERENCES

Aminah Binti Ahmad
Lecturer
019 2645670
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Mohamad Afiq Izzat Bin M. Aminudin
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