



RESUME

INTAN ELIANA SAILA BINTI MOHD ZAHIR

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PERSONAL INFO:

I/C Number	:	910214 – 10- 5274
Place of Birth	:	Selangor Darul Ehsan
Language Spoken	:	Malay & English
Sex	:	Female
Marital Status	:	Single
Race	:	Islam
Nationality	:	Malaysian
Contact Number	:	011-26662387 (h/p)
E-Mail Address	:	intaneli91@gmail.com
Health	:	Excellent

Educations.

- Diploma in Electronic Engineering, 2009 – 2012, Politeknik Sultan Salahuddin Abdul Aziz Shah(PSA), Shah Alam, Selangor.

CGPA : 3.27

Among subjects taken:

- Audio Visual System.
- Maintenance and Repair of Electronic.
- Automatic Control System.
- Integrated Circuit Design
- System Communication.

- Sijil Pelajaran Malaysia (SPM), 2007 – 2008, Sekolah Menengah Teknik Tengku Ampuan Afzan, Bentong, Pahang.

Among subjects taken:

- Technology Electronic.
- Lukisan Geometri & Elektronik.
- Menservis & Membaiki Tv & Radio.

Training.

- Carrier Preparation Workshop, Sept 2011, Politeknik Sultan Salahuddin Abdul Aziz Shah, Shah Alam, Selangor.
- - Short course in preparing for a successful job research, interview dress code, resume writing and interview etiquette.
- CIDB Finishing Construction Training, Sept 2010, Politeknik Sultan Salahuddin Abdul Aziz Shah, Shah Alam, Selangor.
- Short course conducted by CIDB to provide the development and improvement of skills among Construction Personnel by focusing on skills, quality and productivity to cope of with the Ever-changing requirement of the Construction Industry.

Working Experience.

LeBlanc Communication (M) Sdn Bhd

Position : Documentation Assistant

Specialization : Project Department

Industry : Telecommunication

- Monitoring filling and documentations daily progress to ensure filling of the project complete on time.
- Preparing Invoicing for company to client.
- Preparing weekly and monthly Accrual Report to client.
- Preparing Purchase Request (PR) for subcontractors.
- Preparing Purchase Order Receiving Template (PORT) monthly to client.
- Compiling Civil Mechanical and Engineering (CME) photo & Telecommunications Installer (TI) photo.
- To compile submission document & As Built Document Package.
- Burn CD for every site completed & invoiced for references.
- To get signature of each person in charge for internal invoice checklist, Final Acceptance Certificate (FAC)
- Ensure all the as-built report submitted within KPI.
- Attending a weekly and monthly project department meeting for documentation progress.
- To Maxis Broadband Sdn Bhd for send report and sitepack submission.
- Update tracker every week for new status and send to Maxis.
- Moreover, liaise with TM for document submission.

Admin Assistant, September 2014, ES TEAM MOTOR SDN BHD, Segamat, Johor.

- Handling incoming call.
- Handling all customer complaint.
- Handling staff attendance, annual leave & dicipline.
- Handling all admin documents & all schedule waste.
- Handling insurance claim-MSIG.

Customer Service, September 2012, Lqp Asia Sdn Bhd, Shah Alam, Selangor.

- Handling customer walk-in.
- Handling incoming call.
- Preparing report.
- Joined the event, road show and pc fair.
- Trained new staff.

Technician at ZS MEDICAL SUPPLIERS & SERVICES, Shah Alam, Selangor.

- Repaired, service & calibration medical machine.
- Test and do the demonstration machine to customers.
- Do all Report for technical.

Practical Trainee (Core Transport Planning (CTP),NPR Department), Dec 2010 – May 2011,

- DiGi telecommunications Sdn. Bhd, Subang Hi-Tech, Selangor :
- Assisted the engineer to prepare the weekly reports by key in the data.
- Assisted the engineer to draw a plan of Mux-Plan layout for every region.
- Communicated with supervisor, engineers, and other parties to key in the data and also to draw a layout.
- Key in the data and rearrange all the data needed to apply for a license.

Activities and Involvement.

- 24-26 Nov 2011 – Represent the Hockey Tournament for Majlis Sukan Politeknik (MSP) at Politeknik Jitra, Kedah.
- July 09-June 10 – Member of Pembimbing Rakan Sebaya (PRS), Politeknik Shah Alam.
- 09 Feb – 11 Mac 2010 – Join Kem Personaliti Unggul, PRS at Lembah Pangsun, Hulu Langat, Selangor.
- 19 Feb – 21 Feb 2010 – Join Kem Pemantapan Unggul, Prs, at Politeknik Shah Alam.
- 30 Jan – 02 Feb 2010 – Represent the MSP Basketball tournament at Politeknik Merlimau, Melaka.
- Jan – Jun 2010 – Member of Puteri Islam, Politeknik Shah Alam.
- Jan – Jun 2009 – Join Polibridged, (Kawad Kaki), at Politeknik Shah Alam.

Skills / Proficiency/Strength.

- IT Microsoft Office Application, C++ Software, Pspice Software.
- Speaking Bahasa Malaysia (Excellent), English Language (Intermediate).
- Writing Bahasa Malaysia (Excellent), English Language (Intermediate).
- Basic skills/Knowledge in Autocad and Programming (C++).
- Can work over time.
- Can work under pressure.
- Full clean driving license D.

References.

Nurul Ain Bt Subri

Executive

Es Team Motor Sdn Bhd .

013-7443965

Julaiha Binti Omar

Academic Advisor

Dept of Electrical Engineering, PSA

013-2005476