



RESUME

Hazirah bt Abdul Halim

Blok P, No.6, Fasa 1E1,

32040, Seri Manjung,

Perak Darul Ridzuan.

Telephone No : 017-5608862

Email Address : zeyyrahlim@gmail.com

PERSONAL PARTICULAR

Date Of Birth : 27 July 1989

Place Of Birth : Lumut, Perak

Marital Status : Married

Nationality : Malaysian

EDUCATIONAL BACKGROUND

Politeknik Sultan Salahuddin Abdul Aziz Shah, Shah Alam

Diploma in Building Services Engineering

Jan 2008 - Dec 2010

Cumulative CGPA : 3.09

SMT Teknik Taiping, Kamunting, Perak

SPM

2004 - 2006

WORK EXPERIENCE

March 2012 - May 2016

Admin Assistant Maintenance at Padini Dot Com Sdn Bhd

- Maintains workflow by studying methods, Focus and manage stock transfer in & out on system SAP.
- Ensures operation of equipment by completing preventive maintenance requirements.
- Maintains supplies inventory by checking stock to determine inventory level.
- Completes operational requirements by scheduling and assigning administrative projects.
- Contributes to team effort by accomplishing related results as needed.
- Doing Purchase Requisition creation & buy electrical consumable & doing filing & stock take every month for electrical consumable
- Cooperate in the maintenance team to modification of electrical consumable in system.

March 2011 - March 2012

Management Training at Carrefour Malaysia Sdn Bhd

- Focus the sales to achieve target
- Manage sales floor & staff
- In-charge for department Textile

August 2009 - Dec 2009

Practical Training at Boustead Naval Shipyard Sdn Bhd

- Maintenance Building
- Maintenance Landscape
- Utility Maintenance
- Hot & Cold Water System and Maintenance

Jan 2007 - Oct 2007

Clerk in Biru Klasik Sdn Bhd

- Key in Database & Delivery Order
- Purchase Order to supply spare part of Marine Ship

SKILL / STRENGTHS

- Proficients in Microsoft Word, Excel, Power Point and Autocad
- Can work under pressure & meet tight deadlines
- Speak fluent in Bahasa Malaysia and English
- Fluent in written Bahasa Malaysia and English

REFERENCE

The following person have agreed to provide any additional information regarding my qualification and character :

Mohd. Zulkhairie Bin Azuan

Technician Maintenance

Padini Dot Com

No.19, Jln Jurunilai U1/20

Hicom Glenmarie Industrial Park,

40150, Shah Alam,

Selangor Darul Ehsan

Tel : 016-2017046

Pn Rosida Ahmad

Politeknik Sultan Salahuddin Abdul Aziz Shah,

Persiaran Usahawan, Seksyen U1,

40150, Shah Alam, Selangor

Tel : 03 - 5163400