

Erma Noraini binti Abdul Razak

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Email : erma_noraini89@yahoo.com
Expected Salary : MYR 2,800



CAREER OBJECTIVE

Seeking for an Engineering Executive position where my technical and managerial abilities will be effectively utilized in order to serve the needs of the company to achieve its business goals.

PROFESSIONAL EXPERIENCES

1. Trainee Engineer (Skim Latihan 1 Malaysia)

Mac 2015 – Feb 2016

Tenaga Nasional Berhad (TNB) – UNITEN Kajang, Selangor

- 1 year training at Tenaga National Berhad (TNB)
- 2 months training at Integrated Learning Solution (ILSAS) and 10 months on job training under Project of Geospatial Information System Distribution (GISD), Asset Management Department, TNB.
- Collect data of all assets TNB Distribution under 33KV, 11kV and below 433V (Example: Coordinate and attributes of Substation, Transformer, Switchgear, Low Voltage Distribution Board (LVDB) / Feeder Pillar (FP), Pole, etc
- Experience in managing data digitizing medium voltage installation of 11kV such as electric substation, underground cable and overhead lines.
- Has been exposed to works together with Planning and Construction Department where often involved in taking data asset from station for data updated into the system called '*smallworld*'
- Directly involved in process of data quality review of 'GIS' (QAQC).

2. Telemarketing Executive

Jan 2014 – Feb 2015

UTS Marketing Solutions Sdn. Bhd. – Jalan Raja Chulan, Kuala Lumpur

- Conduct telesales to promote Sunlife Malaysia Takaful Berhad insurance products to Senior citizen of CIMB Bank customers which is age of 46 and above through prepared scripts.
- Effectively communicate product features and benefits to prospective customers to ensure understanding,
- Work towards achieving sales target and KPI.

3. Engineering Intern (Design Consultant Department)

Jul 2012 – Sep 2012

Cawangan Kejuruteraan Elektrik, Jabatan Kerja Raya (JKR) – Mid Valley, Kuala Lumpur

- Be in a team of Project "Institut Halal Malaysia" at Enstek, Nilai Negeri Sembilan.
- Do calculation for electrical installation such as Lux, Load, and Voltage drop Types of cable size needed and other.
- Designing the electrical installation in the building by using AutoCad software.
- Involve in making Design Review with the team.

EDUCATION BACKGROUND

1. **Bachelor of Engineering (Hons) Electrical** **July 2009 – July 2013**
 - UiTM Malaysia, Shah Alam [CGPA: 3.13/4.00]
2. **Pre-Degree in Physical Science** **May 2007 – May 2009**
 - Kolej Matrikulasi Melaka (KMM), Londang [CGPA: 3.30/4.00]
3. **Sijil Pelajaran Malaysia (SPM)** **November 2006**
 - Sekolah Menengah Teknik Setapak, Kuala Lumpur [4A's in SPM]

SKILLS & KNOWLEDGES

1. Proficient in Microsoft Word, Microsoft Power Point, Microsoft Excel and MS Office.
2. Strong mindset, coordinating, planning and problem solving abilities.
3. Good writing and communication in Malay and English.
4. Good team player and can contribute with people at all level.
5. Ability to work under pressure and fast-paced environments.
6. Basic knowledge regarding Selling skills, Telemarketing, insurance, Technical work in TNB Distribution and Geospatial Information System (GIS).
7. Basic knowledge and skills by using software of AutoCAD, Smallworld, PsCAD and C++

ACADEMIC PROJECTS

(Universiti Teknologi Mara Malaysia, Shah Alam)

1. Under-Frequency Load Shedding Technique considering Event-based for an Islanded Distribution Network – Final Year Project in Degree.
 - To reduce the power imbalance between dispatched power of Distributed Generator (DG) and load demand.

ACTIVITIES & ACHIEVEMENTS

1. Participated in Character & Team Building organized by Tenaga Nasional Berhad (TNB) at Suria Cherating Beach Resort, Kuantan Pahang
2. Participated in Outward Bound Malaysia (OBM) at Lumut, Perak
3. Participated in Occupational Emergency First Aid & Cardiopulmonary Resuscitation (CPR) Programmed
4. Attend Board of Engineer Malaysia Courses (Safety & Health at Work, Engineering Management Practice & Code of Ethics)
5. Registered with Board of Engineer Malaysia (BEM)
6. Treasurer of International Programmed “*Youth of Nation*”, Electrical Engineering Association (ELETA) in Seoul, South Korea
7. Participate in International Programmed “*Misi Kebajikan dan Akademik ke Banda Aceh, Indonesia*”, ELETA.
8. Bureau of Public Relation in Electrical Engineering Association (ELETA), 2010/2011
9. Bureau of Research and Development (R&D) in Electrical Engineering Association (ELETA), 2011/2012
10. Treasurer of “*UiTM ICT Mega Sales 2011*”, ELETA
11. Treasurer of “*Operasi Khidmat Masyarakat (OPKIM) 2010*”, ELETA

12. Secretary and fasilitator of “*Selangkah ke Menara Gading (SKMG) 2011*” at Sek. Men.Vokasional Sg Buloh
13. Bureau of Registration and Certificate in “*Interpersonal Skills Workshop ELETA 2011*”
14. Head of Souvenir “*Computer Skills Programmed 2010*” Fakulti Kejuruteraan Elektrik, UiTM
15. Bureau of Special Force “*Program Kursus Pemantapan Ukhuwah 2011*”
16. Bureau of Programmed & Protocol “*Annual Grand Meeting ELETA 2012/2013*”, FKE,UiTM
17. Vice President of Librarian 2005/2006, Sek. Men.Teknik Setapak, KL
18. Crew of “*Pembimbing Rakan Sebaya 2005/2006*”, Sek.Men. Teknik Setapak, KL

REFERENCES

Dr. Hasmaini binti Mohamad Project Supervisor/ Lecturer Faculty of Electrical Engineering, Universiti Teknologi Mara (UiTM), 40450 Shah Alam, Selangor. Phone No:03-55436084 hasmaini@salam.uitm.edu.my	Mohd Yani bin Ramli Mentor / Data Manager (Field) Project GIS Distribution, Blok BG, UNITEN Kajang Jabatan Pengurusan Aset, Bhg Pembahagian, Tenaga Nasional Berhad (TNB) Phone No:03-8921 2190 yanir@tnb.com.my
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