



**NORMAHFUZAH BINTI ABU BAKAR**  
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## **OBJECTIVE**

- To obtain a vast experience regarding the job given.
- To advance and develop my knowledge as well as my experience.
- To seek the company that can give me the suitable job based on my qualification.

## **PERSONAL DETAILS**

**Nationality** : Malaysia  
**I/C No.** : 900925-08-6074  
**Sex** : Female  
**Marital Status** : Single  
**Date of Birth** : 25 September 1990  
**Place of Birth** : Hospital Taiping  
**Race** : Malay  
**Religion** : Islam

## **EDUCATION**

### **EDUCATION BACKGROUND**

**Dec 2010 - Dec 2013**

*Diploma in Healthcare*

**MASTERSKILL GLOBAL COLLEGE, IPOH PERAK**

- CGPA : 3.18
- Healthcare Marketing Event
- Volunteer Medical Camp
- Merdeka Explorace Masterskill
- Seminar Perkeso

## **Augt 2008 - Dec 2009**

### ***STPM***

#### ***SEK MEN MUDZZAFAR SHAH***

- STPM : Passed
- Sketsa Rukun Negara Competition (National Level)
- Kem Bina Insan
- Bengkel Akademik & Motivasi
- Program Masih Ada Yang Sayang, Rakan Muda Kemasyarakatan

## **Jan 2003 - Dec 2007**

### ***SPM***

#### ***SEK MEN GUNUNG SEMANGGOL***

- SPM : Passed
- Anak Perak Competition 2006/07 (district level)
- Anak Perak 2006/07 Training Camp
- Technology, Education and Career

## **ADDITIONAL INFORMATION**

### **LANGUAGE PROFICIENCY**

#### **Language Written Spoken**

- |           |           |           |
|-----------|-----------|-----------|
| • Malay   | Excellent | Excellent |
| • English | Good      | Good      |

### **COMPUTER LITERACY**

- Microsoft Window - XP, Window 7
- Microsoft Office - 2007, 2010 (Word, Excel & Power Point)
- NetCracker (NCR) system for Maxis
- My OSS system for Maxis
- ISDP system for Huawei

## **SKILLS AND ABILITIES**

- Prompt learner.
- Punctual.
- Responsibility and hardworking.
- Able to work in group and prefer team working.
- Able to work independently with minimum supervision.
- High responsibility and committed.
- Energetic.
- Timing management skills.

## **WORKING EXPERIENCE**

- **Company** : Huawei Technologies Co.,Ltd.  
**Project** : U-mobile  
**Position** : Project Administrator  
**Joined** : Jan 2017 until now  
**Activities** :
  - Document controller for contractor claim including preparation and site pack approval.
  - Invoice preparation and dealing with finance team for every good receive.
  - Advice and assist subcontractor to provide site pack within KPI and shall met up all of the requirement by U-mobile.
  - Reviewing, verify and approved site pack from subcontractor before submit to U-mobile and verify the claimable of quality before proceed for invoicing.
  - Maintain update record of all approved document and drawing are given to appropriate staff, subcontractor and client as applicable and ensure it's easily accessible and stored.
  - Carry out routine document controller activities for the company, include document release and publishing, query handling, management of transmittals, copy and scanning.
  - To perform any other duty as required by the superior and management from time to time.
- **Company** : NEC Corporation of Malaysia Sdn. Bhd  
**Project** : Maxis  
**Position** : Project Administrator  
**Joined** : April 2015 – Dec 2016  
**Activities** :
  - Provide support to the project team.
  - Handle document submission and punchlist clearance.
  - Monitor for punchlist clearance and make sure site handover done successfully to client (Maxis)
  - To monitor team progress at site.

- Meeting with customer to provide update and progress.
- To do BIS submission in maxis NCR system.
- To track and chasing for the BIS checklist and PDH photo audit from contractor
- To check the BIS checklist and PDH photo before submit into NCR system.
- Need to complete before contractor enter the site.
- To ensure all WP, e-form & access letter applied/approved before entry to site.
- To ensure no issues contractor do not enter site.

Achievement: Attend Ipasolink Series Training

- **Company** : Cube Communication Sdn. Bhd
- Project** : Digi/Celcom/Maxis
- Position** : Document Controller
- Joined** : Nov 2013 – March 2015
- Activities** :
  - Received and process ATP report and SIR photo from contractor before submit to vendor.
  - As built pending ATP and SIR report and resubmit to vendor.
  - Prepare and arrange SAR document for acceptance schedule by Field Force.
  - Compile all the SAR accept and submit to vendor.
  - Receive and process Decom document from contractor before submit to vendor.
  - Packing and checking all the decom material from site and sent to warehouse vendor.
  - Apply access letter or work permit for contractor and login system.
  - Receive and checking material for installation site from warehouse vendor.
  - Arrange all the punchlist and schedule contractor to revisit and clear the punchlist.
  - Monitor and maintain the document templates from contractor.
  - Checking quality of documents to ensure they are in compliance with the project documentation.

## ***AVAILABILITY***

**One month notice**

**Current salary**

**RM3100**

## **REFERENCES**

**Surina binti Daman Huri**  
**Project Owner Cube Communication Sdn Bhd**  
**012-6940212**

**Azar Hairuzzaman bin Mohd Lud**  
**System Engineer NEC Corporation of Malaysia Sdn Bhd**  
**017-2751212**

**Nur Hidayah Binti Asnu**  
**Project Control Engineer Huawei Technologies Co.,Ltd.**  
**018-9170535**

**Mohd Haszli bin Hisham**  
**Technologist U-Mobile**  
**018-2000113**