

MIRA YUSLEEZA BINTI MOHD YUSOFF

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PERSONAL DETAILS

Age : 23
NRIC : 930622-10-5562
Nationality : MALAYSIAN
Gender : FEMALE

CAREER OBJECTIVES

To obtain position in engineering field in
a developed company and contribute
towards the growth of the company

EDUCATIONAL BACKGROUND

BACHELOR OF ELECTRICAL ENGINEERING TECHNOLOGY (HONS) (INDUSTRIAL POWER)

Universiti Malaysia Perlis (UniMAP), Pauh Putra, Perlis (2012-2016)

CGPA : 3.20

MATRICULATION (BIOLOGY AND COMPUTER SCIENCE)

Penang Matriculation College, Kepala Batas, Pulau Pinang (2011-2012)

CGPA : 2.70

SIJIL PELAJARAN MALAYSIA (SPM)

Sekolah Menengah Sains Seri Puteri (SESERI), Kuala Lumpur (2009-2010)

CGPA : 5A

WORKING EXPERIENCE

ASSEMBLY SERVICES SDN BHD (ASSB TOYOTA), SHAH ALAM (Jan'16-June'16)

Department : Environment, Safety, Health & Utilities

Major : Utilities & Plant Maintenance

Position : Trainee / Internship

Job Description:

1. Plant Maintenance

Monitor all systems in plant, do preventive maintenance of system in order to prevent production line to stop, do daily inspection on each system, respond to any breakdown, support in plant welfares.

2. Administrative for Utilities

Prepare monthly KPI report, purchase requisition, preventive maintenance plan schedule, monitor budget & cost, prepare and manage the delivery order (DO), keep updated with purchase order (PO), deal with supplier, prepare billing summary for the whole company including telephone, water, gas and electricity, raise the capex, etc.

SPEKTRA VOLTIK SDN BHD, PETALING JAYA (Aug'16-Sept'16)

Department : Engineering

Position : Project Coordinator

Job Description: Coordinate activities, resources, equipment and information about landfill gas project, liaise with clients to identify and define project requirements, scope and objectives, help prepare project proposals, timeframes, schedule and budget, monitor and track project's progress and handle any issues that arise, act as point of contact and communicate project status adequately to all participants, issue all appropriate legal paperwork, report and escalate to management as needed, create and maintain comprehensive project documentation, plans and reports.

WUHAN FIBERHOME INTERNATIONAL (M) SDN BHD, KUALA LUMPUR (Sept'16-current)

Department : Project Management

Position : Sales Project Management Executive

Job Description: Coordinate and monitor delivery progress, responsible in all project relevant documentation, meet customer to sign Delivery Order(DO), monitor Purchase Order (PO) and prepare Sales Order(SO), Delivery Order (DO) & Invoice submission, assist After Sales Department in monitoring local partner performance in the in-charged project, responsible in gathering customer satisfaction in all project implementation and response to obtain performance evaluation result, complete all tasks assigned by management.

AWARDS**DEGREE**

- Silver Award in Innovation Exploiting Self Creativity Exhibition (IEseC 2015) for Final Year Project entitled '*Small Scale Hydroelectric Generator for Home Use*'
- Five Times Bestari Award (CGPA > 3.00)

EXTRA CURRICULUM ACTIVITIES

- 2012** : Representative of Inter-School Sport between Faculties in Badminton
: Involved in Baktisiswa (Anak Angkat) Programme in Perlis
- 2013** : Involved in Community Programme organized by UniMAP
: Participant of Charity Run organized by UniMAP
- 2014** : Participate in Canoe for 18 weeks
- 2015** : Participant of Innovation Exploiting Self Creativity Exhibition (IEseC 2015)
: Committee of Futsal Team for Faculty of Electrical Engineering Technology

SKILLS AND ABILITIES

COMPUTER SKILLS

- Microsoft Office (MS Word, MS Power Point, MS Excel, MS Publisher)
- AutoCAD ▪ Technical Drawing ▪ PsCAD ▪ MatLAB ▪ OrCAD ▪ PLC
- Psim ▪ CX-Programmer ▪ C/C++ Programming ▪ MpLAB ▪ SciLAB
- LiveWire ▪ Power World Simulator ▪ AutoCount

SOFT SKILLS

- Leadership, fast learner, teamwork, punctuality, problem solving, communication, creative & positive thinker

LANGUAGES

- Malay (Spoken – Excellent; Written – Excellent)
- English (Spoken – Good; Written – Excellent)

REFERENCES

KHAIRUL ANUAR BIN MOHD NOR

Industrial Training Coordinator

University of Malaysia Perlis

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AZAR BIN ZAINOL RASHID

Internship Supervisor

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