**PERSONAL PARTICULARS**

Name : Nazatul Hidayah Binti Ahmad Zuhdi

Address : No 16 Blok 2042, Jalan Sepat 17/57, Kuarters JKR Seksyen 17,

40200 Shah Alam.

Contact no. : 0172364239 / 0355417194

Email : [nazatul.hidayah@ymail.com](mailto:nazatul.hidayah@ymail.com)

[nazatulhidayahh@gmail.com](mailto:nazatulhidayahh@gmail.com)

IC Number : 930209-08-6070

**OBJECTIVE**

To work with a full hearted and be an innovative, challenging worker and the employer will utilize my skills and offer good career advancement opportunity.

**EDUCATIONS**

2011 - 2014 : **Politeknik Sultan Abdul Halim Mu’adzam Shah**

Diploma in Mechanical Engineering (CGPA - 3.16)

2006 - 2010 : **Sekolah Menengah Kebangsaan Seksyen 24, Shah Alam**

Sijil Pelajaran Malaysia (SPM)

2000 - 2005 : **Sekolah Rendah Kebangsaan Seksyen 17, Shah Alam**

**CURRICULAR ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| School/Institution | Activity/Achievement | Year |
| Politeknik Sultan Abdul Halim Mu’adzam Shah | Evaluation Committee Members in iCompex | 2014 |
| Sekolah Menengah Kebangsaan Seksyen 24 | Vice treasurer, *Kelab Rukun Negara* | 2010 |
| School representative in choir competition (District level) | 2009 |
| School representative in athletics championship (District level) | 2008 |
| Treasurer, Athletics Club  School representative in netball tournament (District level) | 2007 |
| School representative in athletics championship (District level)  School representative in marching competition (District & state level) | 2006 |

**SKILLS**

|  |  |  |
| --- | --- | --- |
| Language | Bahasa Melayu | Excellent in written and spoken |
| Bahasa Inggeris | Good in written and spoken |
| Computer | Microsoft Word | Advanced |
| Microsoft Excel | Advanced |
| Microsoft Power Point | Advanced |
| AutoCAD | Intermediate |

**STRENGTHS**

* Have a great interpersonal character.
* Fast learner, energetic and enthusiastic.
* Able to work independently under minimum supervision.
* Work well in team, helpful and willing to share knowledge with others.

**WORKING EXPERIENCES**

Sept 2016 – Feb 2017 : **Bahagian Pengurusan Hartanah,** **Jabatan Perdana Menteri, Putrajaya**

Assistant Engineer (Temporary position)

Apr 2016 - Aug 2016 : **Online Business on Instagram (Scarf)**

Sales and Marketing (Own product-part time)

Jan 2015 - Mar 2016 : **American Air Filter Manufacturing Sdn. Bhd., Shah Alam**

R&D Assistant

June 2013 - Sept 2013 : **Toyota Assembly Service Sdn. Bhd., Shah Alam**

Intership (Production Engineering)

Oct 2012 - Nov 2012 : **Nagoya Textile, Plaza Alam Sentral, Shah Alam**

Cashier - Part time

Apr 2012 - May 2012 : **Butik Noraini Kusnin, Plaza Alam Sentral, Shah Alam**

Sales Assistant - Part time

Jan 2010 - Aug 2010 : **Butik Sayang Sayang, Kompleks PKNS, Shah Alam**

Sales Assistant - Part time

**CURRENT EMPLOYEMENT**

Employer : **Micron Concept Aerostructures Sdn. Bhd.**

**Lot 1, Jalan Rivet 15/15, Seksyen 15, 40200 Shah Alam, Selangor.**

Position : Quality Control Assistant

Salary : RM 1600

**ADDITIONAL INFORMATIONS**

Availability period : 1 week notice

Willing to travel : Yes

Possess own transport : Yes

Driving license : D

Health status : Excellent

Height : 166cm

Weight : 55kg

**REFERENCES**

Mr. Hafiz Bin Mohd Sabri

Jurutera Kanan, Bahagian Pengurusan Hartanah, Jabatan Perdana Menteri, Putrajaya

0125769721

Mr. Kok Chee Kang

Senior Engineer R&D, American Air Filter Manufacturing Sdn. Bhd., Shah Alam

0175262739