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**Nina Natasha Binti Bay Ali**

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Phone No : 019-757 9788Email address : [nina.natasha88@yahoo.com](mailto:nina.natasha88@yahoo.com)

Objective : To seek a competitive and challenging environment where I can establish my career.

**PERSONAL DETAILS**

Age : 29 years Date of Birth : 09th July 1988

Nationality : Malaysian IC No. : 880709-01-5292

Gender : Female Marital Status : Single

Availability : 3 month notice Expected Salary : MYR 3500

**EDUCATION HISTORY**

November 2008 - March 2011

Kuala Lumpur Infrastructure University College (KLIUC), Selangor, Malaysia

1. Faculty of Communication

Bachelor of Communication (Hons) – Major: Corporate Communication

CGPA: 3.014

2006 – 2007

SMK Tasek Utara, Johor Bahru, Malaysia

1. Sijil Tinggi Pelajaran Malaysia (STPM)

2001 – 2005

SMK Bandar Baru Uda, Johor Bahru, Malaysia

1. Sijil Pelajaran Malaysia (SPM)

**WORKING EXPERIENCE**

**1. PERDANA PETROLEUM BERHAD (Subsidiary of Dayang Enterprise Sdn Bhd)**

Position: Technical Junior Executive (December 2011 – Present)

Duties include:

1. Assists procurement department on Bassnet system.
2. Conducting in house training to all vessel crew including the senior officer prior joining the vessel onboard as well as conducting training on board when required.
3. To assist in raising RF/SSA for office and vessel and verify all the RF/SSA details raised by the vessel master for approval before processed by Procurement team.
4. To involve with Supply Chain Department for ID creation in Bassnet system.
5. Prepare monthly report.
6. Ad-hoc tasks:

* Administration task – to ensure all the document were filed in both e-filing and manual filing
* Update and monitor the Fleet Manager, Superintendent and Technician personnel on their attendance and travelling/outstation.
* To assist the staff in Technical department on their travelling, claims, leaves and any other issues.
* Travel to Miri office when required.
* Any other matter that may be assigned from time to time.

**2. BURGESS RAWSON – I-ZEN KIARA 2 RESIDENTS SUITE**

Position: Concierge (October 2011 – November 2011)

Duties include:

* Daily check the communication book for follow up purpose.
* To check and verify all in-house keys, sac keys, trolleys, uncontrolled parcel are intact.
* Newspaper distribution (driver, maid, secretary and owner).
* To ensure the concierge work desk and lobby area is tidy and clean.
* To ensure the lift entrance door are closed all the times.
* In charge of walkie-talkie.
* Administration task – arrange forms in file and check taxi record.
* Handover of keys forms to security on duty and brief them on their duty as well as on any matter that required follow up.

**3. PRIDE FOUNDATION**

Position: Trainee (March 2011 – June 2011)

Duties include:

* Key-in database
* To assist in sourcing for sponsorship
* Maintain and establish a good rapport with volunteers (doctors, hospital staff and private hospitals) to participate in any health event that will be held.
* To assist in setting up a booth.
* Responsible in preparing a report.
* To involve in organizing and oversee all aspects for major educational and lead generation events for more than 150 participants.
* Work with project managements and implement communication strategies.
* Initiate and manage a partnership with doctors and hospitals personnel for Breast Cancerl Talk event.
* Key accomplishment – Organizing major events/booths/carnivals as per below:
* Carnival at Kalumpang (June 19th, 2011).
* Breast Cancer Awareness Talk for Single Mother at Subadrah, Sepang (June 4th, 2011).
* “Life After Breast Cancer” at NCI, Nilai (May 28th, 2011).
* Breast Cancer Awareness Talk at Lembaga Tabung Haji (May 19th, 2011).
* Breast Cancer Awareness Talk at ING, Bandar Sri Damansara (May 14th, 2011).
* Mother’s Day Hi Tea at Coronade Hotel Kuala Lumpur (May 8th, 2011).
* Breast Cancer Awareness Talk for Persatuan Ibu Tunggal Islam (PITI) Wilayah Persekutuan dan Selangor at Gombak (April 15th,2011).
* Talk at SEGi University College, Subang Jaya For Cancer Awareness Day (April 8th, 2011).
* Booth Opening for Health Week at Lim Kok Wing University of Creative Technology at Cyberjaya (April 5,6 & 7th, 2011).
* Booth Opening For APT Academy Grand Opening (April 1st, 2011).
* Prince Court Medical Centre Launching (March 30th, 2011).

**4. DESA POTENSI SDN BHD**

Position: Sales Representative (May 2005, November 2005 – December 2005)

Duties include:

* Promoting and selling company products to prospective customers.
* Ad-hoc task – any other matter that may be assigned from time to time.

**SKILL AND STRENGTH**

1. Confident and outgoing person. Able to adapt easily in new environment.
2. Able to build good relationship with others and a team player.
3. Experience liaison – able to communicate effectively with people at all levels of business associates and customers.
4. Exceptional in multi-tasking skill and able to meets all deadline. Able to work under pressure, independent and a team player.
5. Fast learner. Interested to learn new knowledge and willing to undergo any training if necessary.
6. Good planning, organization and time management skills. Resilient and determined person.
7. Computer literate in MS-Office (Word, Excel and Power Point) and BASSnet system.
8. Training: 1. Compact HSE Awareness Workshop for Project Critical Positions

2. Basic Fire Fighting Course

3. Emergency Response Plan & Preparedness Course

4. Incident Investigation & Learning Using Tripod Methodology Course

**LANGUAGE**

* Moderate spoken and good writing skills in English and extremely fluent spoken and good writing skills in Bahasa Melayu.

**REFEREES**

**1. Mohd Syahril Redhuan Bin Alias**

Position : Senior Supply Chain Executive (Perdana Petroluem Berhad)

Mobile Num : 017-2220384

**2. Mohd Radzi Farhan Bin Mohd Borham**

Position : Technical Executive (Bumi Armada Berhad)

Mobile Num : 012-7468428