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| |  | | --- | |  | | **Nour Bahjah** **Project Engineer (1 years 6 months) Huawei Technology Sdn Bhd** | |
|  |  |
| (+60) 176921253 | nourbahjah@gmail.com | | |

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| **Experience** |  |  |
| 11 years of total experience | | |
| Dec 2013 – June 2015 (1 year 6 months ) | **Project Engineer** Huawei Technology Sdn Bhd | Kuala Lumpur, Malaysia | |
|  | Industry | Telecommunication |
|  | Specialization | Purchasing/Inventory/Material & Warehouse Management |
|  | Role | Others |
|  | Position Level | Senior Executive |
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|  | Responsible to Create Material request for site, and Submit Delivery note to Sub-con to prepare for collection. also need monitor all the material stock for warehouse and update to purchasing for new stock delivery. | |
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| Mar 2013 - Nov 2013 (8 months ) | **Project Co-ordinator** RFS SDN BHD | |
|  | Industry | Telecommunication |
|  | Specialization | Engineering - Electronics/Communication |
|  | Role | Telecommunication Engineer |
|  | Position Level | Senior Executive |
|  | Monthly Salary | MYR 3,400 |
|  | 01 March 2013 Project Coordinator - Worked in coordination with the project administrator and managers to complete the projects – Served as a point of contact from project initiation to completion. - Worked with project team members, clients and vendors to coordinate activities, provisioning, environment setup, installation, and integration testing. - Worked under the supervision and guidance of the assistant project manager and superintendent; became proficient in many project strategies from them. - Allocated resources to various departments and managers as per their needs and requirements  Document Controller (Document/Report)-Huawei - Analyzed and monitored the project reports to sort out issues in documentation section. - Maintained and documented reports on a daily basis regarding the projects assigned to various departments; progress and schedule. - SSR – Site Survey Report, must be sent within 3 working days after survey done. - SDD – Site Document Design, must be sent within 3 working days after site integrated and On-air. - Project tracking report and other related project documentation. | |
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| Jun 2007 - Feb 2013 (5 years 8 months ) | **Project Co-ordinator** BIRD TECHNOLOGY SDN BHD | |
|  | Industry | Telecommunication |
|  | Specialization | Engineering - Electronics/Communication |
|  | Role | Telecommunication Engineer |
|  | Position Level | Senior Executive |
|  | 15 August 2011 Project Coordinator - Worked in coordination with the project administrator and managers to complete the projects – Served as a point of contact from project initiation to completion. - Worked with project team members, clients and vendors to coordinate activities, provisioning, environment setup, installation, and integration testing. - Worked under the supervision and guidance of the assistant project manager and superintendent; became proficient in many project strategies from them. - Allocated resources to various departments and managers as per their needs and requirements. Document Controller (Document/Report)-Huawei, Ericsson - Analyzed and monitored the project reports to sort out issues in documentation section. - Maintained and documented reports on a daily basis regarding the projects assigned to various departments; progress and schedule. - SSR – Site Survey Report, must be sent within 3 working days after survey done. - SP – Site Pack, must be sent within 2 working days after installation done. - SDD – Site Document Design, must be sent within 3 working days after site integrated and On-air. - Prepare reports (weekly report/monthly report), project tracking report and other related project documentation. - Prepare BOQ and SID for material roll out and Installation. - Understanding Site Master result to get best quality of Intergration part (SDD) | |
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| Dec 2005 - Jun 2007 (1 year 6 months ) | **Account Admin** Teleboss International Sdn Bhd | |
|  | Industry | Telecommunication |
|  | Specialization | Clerical/Administrative Support |
|  | Role | Administrative Executive |
|  | Position Level | Fresh / Entry Level |
|  | 08 June 2006 - 14 June 2007 Account Assistant Payment: Issue Invoice, Issue Payment Voucher Receivable : Take care purchase order for customer, Receive payment from customer (cash, Cheque and Credit Card), Handle credit card machine (Swept credit card and do settlement), Issue receipt, Issue Invoice, Bank in Cash and cheque, Monitor incoming payment from MBF Credit Card, Checking and update company account 08 December 2005 - 08 June 2006 Administrator General administrative support, Perform data entry timely and accurately, Generate reports as and when required, attend to all coming and outgoing calls appropriately and courteously and check stock in store room | |
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| **Education** | | |
| 2005 | **Universiti Teknologi Malaysia (UTM)** Bachelor's Degree in Physics | Malaysia | |
|  | Major | HEALTH PHYSICS |
|  | Grade | Grade C/2nd Class Lower |
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| **Skills** | | |
| Advanced | AUTO CAD, MS OFFICE EXCEL, MS OFFICE WORD | |
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| **Languages** | | |
| *Proficiency level: 0 - Poor, 10 - Excellent* | | |
| Language | Spoken Written | |
| Bahasa Malaysia (Primary) | 10 10 | |
| English | 6 6 | |
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|  | | |
| Date Taken |  | |
| Score |  | |
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| **Additional Info** | | |
| Expected Salary | MYR 6,000 | |
| Preferred Work Location | Selangor, Kuala Lumpur | |
| Other Information |  |  |
| Course Attended  CIDB First Aid Training Course Project Management TM Niosh Safety Briefing | | |
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| **About Me** | | |
| Gender | Female | |
| Age | 33 | |
| Address | Selangor, Malaysia | |
| Nationality | Malaysia | |
| Permanent Resident | Malaysia | |
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