



NURUL SYAFIQAH SAHARUDIN ANNUAR

Gombak, 51100 Kuala Lumpur

(+60) 17 – 635 6398

syafiqah2197@gmail.com

OBJECTIVE

Detailed oriented in administration management and operation. I am bringing tenacity, integrity, drive, and perseverance in delivering my responsibilities and discharging my duties to ensure top performance.

EDUCATION —

Universiti Kuala Lumpur Malaysian
Institute of Aviation Technology.
(2016 – 2020)

Bachelor of Aircraft Engineering
Technology (Mechanical)

CGPA; 3.54

Universiti Kuala Lumpur Damansara
Campus
(2015 – 2016)
Foundation in Science & Technology
(FIST)

CGPA; 3.78

EXPERIENCE

June 2021 – Present

Quality Assurance Assistant • Galaxy Aerospace (M) Sdn Bhd

- Reporting directly to the Managing Director of the organization involving Quality Assurance matters.
- Aiding QAM & QAI to liaise with the Civil Aviation Authority of Malaysia (CAAM) and Directorate General Technical Airworthiness (DGTA) on matters pertaining to the maintenance and support of the aircraft fleet. This includes external communication with CAAM & DGTA which allows for smooth flow of information is being cascaded with actions driven to the key stakeholders for timely action and closure.
- Liable to assist in reviewing the Maintenance Organization Exposition (MOE), (Maintenance Manual Procedure) DGTA and Repair Station Quality Control Manual (RSQCM) for FAA Approval.
- Monitoring the internal audit record and tracking system, send out reminder to ensure the closure rate is followed in the manual.
- Responsible to assist in the issuance of company approval certificate to the certifying staff.

January 2020 – May 2021

Internship • Quality Assurance Protegee • Galaxy Aerospace (M) Sdn Bhd

- Ensuring QA admin documentation are organized.
- Assisting Quality Assurance Inspector in internal audit and successfully lead the closing for the internal audit with the Engineer in Charge (EIC).
- Prepared an official surveillance audit report and supervised by QAI.
- Prepared slides and analyzed audit report and Non-compliance Request (NCR) for Quality Review Meeting with the top management.
- Prepared minute meetings for biweekly QA and Safety Meeting
- Monitoring and send out reminder for NCR closure.
- Document and organized quality assurance activities with internal reporting and audits.
- Assisting QAI for providing operation training and support and contacting for scheduling training.
- Assisting in training management and monitoring training due date.

LANGUAGE

Bahasa Melayu
– Native

English
– Professional Working

Korean
– Elementary Proficiency
(In Class Learning)

SALARY EXPECTATION

RM 3,000 – 3,800

KEY SKILLS

Core Skills

- Technical understanding in maintenance procedure
- Microsoft Suites of Applications
- Catia V5
- Data analysis
- Research analysis
- Documentation Secretarial Management (Clerical)

Soft Skills

- Leadership
- Meticulous
- Friendly communication

June 2018 – Jan 2019

Part - Time • Cashier & Waiter • Myeongdong Topokki

- Managed transactions with customers using cash registers.
- Scanned goods and ensure pricing is accurate.
- Collected payments whether in cash or credit.
- Issued receipts, refunds, change or tickets.
- Cross-sell products and introduce new ones.
- Resolved customer complaints, guide them and provide relevant information.
- Greeted customers when entering or leaving the store.
- Maintained clean and tidy checkout areas.
- Tracked transactions on balance sheets and report any discrepancies.

TRAINING

- Repair Station Quality Control Manual (RSQCM) – FAA
- Technical Airworthiness Management Manual (TAMM) – DGTA
- Maintenance Organization Exposition – Approved by CAAM
- Safety Management System – Initial
- Air Legislation Awareness

REFERENCES

Name	Relationship	Contact Number	Email
Lim Lian Chuan	University Supervisor	+60 12 – 916 2456	lclim@unikl.edu.my
Omar Bin Ahmad	Work Supervisor	+60 13 – 363 9578	omar@galxyaerospace.my