

# NUR NABILLA BINTI MOHD HASNAN

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40150 Shah Alam, Selangor.



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## 1. EDUCATION

- i. UNIVERSITI MALAYSIA PAHANG, PEKAN, PAHANG.
  - B. Eng. (Hons.) Mechatronics Engineering
  - July 2010 – June 2014
- ii. POLITEKNIK PORT DICKSON, PORT DICKSON, NEGERI SEMBILAN.
  - Diploma in Mechatronics Engineering
  - July 2007 – June 2010

## 2. WORKING EXPERIENCES

- i. Technical Record (Galaxy Aerospace (M) Sdn. Bhd.)
  - August 2022 – current
  - Attached in CAMO department for technical record position.
  - Responsible for updating and archiving aircraft records following the requirements of CAD 6801 para 3.5.
  - Controlling all continuing airworthiness records for aircraft type EC155B, EC120B and AW139 and engine type Turbomeca Arriel 2C1, Arrius 2F and P&WC PT6C-67C.
  - Retrieving Aircraft Journey Log and checking for any discrepancies happened and consulting with flight ops and Part 145 team.
  - Updating logbook entry for the said aircraft type.
  - Monitoring log cards for component with the life limited part for both component installation and removal.
  - Monitoring Airworthiness Directives and Service Bulletin list for modification record book for the said aircrafts.
  - Working with Aeronet as for aircraft maintenance tracking software.
  - To make sure all the records must be archived in a secure place.
- ii. Technical Publication (Galaxy Aerospace (M) Sdn. Bhd.)
  - October 2019 – July 2022
  - Attached in CAMO department for technical publication position.
  - Controlling procedures for all controlled maintenance data inclusive Airworthiness Directives (AD), Service Bulletins (SB), Aircraft Maintenance Manual (AMM), Flight Manuals (FLM) and those publications that are deemed relevant to the continuing airworthiness of the aircraft in particularly aircraft type of AW139, AW189, A109E, Bell 429, Beechcraft King Air B300 (350i), Robinson R44 and R66, EC155B, EC120B, AS355, AS365, AS555SN Fennec (specifically on RMN), Superlynx MK100, Cessna 208 Caravan, Cessna 172 Skyhawk, Pilatus PC-6 Potter.
  - Working with engine type Pratt and Whitney (PT6C-67C, PW206C, PW207D1 PT6A-60A, PT6A-114, PT6A-27), General Electric (CT7-2E1), Turbomeca (Arriel

2C1, Arrius 2F, Arriel 2B, Arrius 2K2), Lycoming (IO-360, O-540), Rolls-Royce (RR300, CTS800-40N) of publications. Also, in publications of propeller type Hartzell (HC-B4MP-3C) and McCauley (3GFR34C703, 1A170E).

- Responsible to control and update publication master list for all type aircrafts and engine managed by CAMO.
- Ensuring that all airworthiness data are kept up to date by subscribing to the email notification from OEM and Authority.
- Liaised with OEM or vendors on purchasing or renewing the required publications.
- Maintaining a register for the internal and external publication.
- Purchasing and distributing navigation database to 145 team such as Jeppesen JeppView Moving Map, Skyforce Observer V.4, Honeywell FMS and EGPWS navigation database, Leonardo Navigation database Jeppesen Euronav7 and Rockwell Collins Obstacle and J6 e-Maps.
- Maintaining ICA and modification documents accordingly are up-to-date.

iii. SL1M Trainee (Galaxy Aerospace (M) Sdn. Bhd.)

- January 2019 – August 2019
- Attached in CAMO department for technical records and publication position.
- Updated flight hours for fleet AW139 into masterlist records and Aeronet system.
- Updated flight hours for AW139 airframe type and Pratt & Whitney PT6C-67C engine type into logbook entry.
- Updated modification book for fleet AW139.
- Updated live airframe logcard for removal and installation component for fleet AW139 and AW189.
- Supported the requirements of CAMO related to the administration and archive of aircraft record, record keeping and amendment of aircraft files.

iv. Technical Record cum Publication Officer (Asia Tenggara Aviation Services Sdn. Bhd.)

- November 2017 – November 2018
- Working with aircraft type Bell 206L-3 and Bell 206 L-4.
- Updated aircraft and engine logbooks.
- Updated and keep technical publication for the same fleet and for engine, Rolls-Royce C250-C30P into database including AD's, ASB's, TB's and other regulatory and manufacturers publications.
- Updated tasks description into logbook format
- Monitored all ASB's, AD's, AD Biweekly and TB's from FAA, TCCA, BHTC (Bell Helicopters) and Rolls-Royce Corp. to be notified and updated to MRO and also for safe-keeping publication into archive.
- Supported the requirements of CAMO related to the administration and archive of aircraft record, record keeping and amendment of aircraft files.

v. Operation Executive cum Admin (Majestic Offshore Technical Servces Sdn. Bhd.)

- June 2016 – December 2016
- Liaised with registration such as Petronas, KTMB, MOF, SSM and MBSA.
- Supported sales operation from request for quotation until purchase order.
- Monitored company account and petty cash movement.
- Prepared all the filling such as quotation, supplier's documents, utilities etc.
- Managed inventory and ordered supplies for office equipment.

- vi. Part-time worker (Times Bookstores).
  - January 2016 – June 2016.
  - Assisted customers with locating books.
  - Placed book orders for customers upon request and managed cash register.
  - Operated cash register.
  
- vii. Internship (SIRIM Berhad)
  - July 2013 – September 2013
  - Participated in 300L Bioreactor project by designed the control system for the bioreactor.
  - Provided the HMI development using OMRON NB Designer software for the control panel.
  - Monitored and controlled the temperature level and pH level of the tank to make sure the final product is in a good condition.
  - Participated in 5S efforts for auditing program.
  
- viii. Internship (Subsea Explore Services (M) Sdn. Bhd.)
  - January 2009 – June 2009
  - Participated in project of ROV (Remotely Operated Vehicle of Underwater) system (SATRIA 101).
  - Designed component parts for SATRIA 101 using IronCAD software.
  - Troubleshooted video cell and provided hydraulic fitting and umbilical wiring connection.
  - Involved in OGA 2009 (Oil and Gas Asia) as exhibitor located in KLCC.

### 3. TRAINING AND COURSES

NO.	COURSE DESCRIPTION	TYPE
1.	AW139 General Familiarization Training	Initial
2.	AW189 General Familiarization Training	Initial
3.	EC155B/B1 General Familiarization Training	Initial
4.	AS365N3 General Familiarization Training	Initial
5.	Bell 429 General Familiarization Training	Initial
6.	A109E General Familiarization Training	Initial
7.	King Air B300 General Familiarization Training	Initial
8.	Robinson R44 & R66 General Familiarization Training	Initial
9.	Cessna 172 General Familiarization Training	Initial
10.	Pilatus PC6 General Familiarization Training	Initial
11.	Human Factor Training	Refresher
12.	Continuing Airworthiness Management Exposition (CAME)	Refresher
13.	Continuing Airworthiness Management Procedure (CAMP)	Refresher
14.	Air Legislation	Initial
15.	Continuing Airworthiness Management System (AERONET)	Initial
16.	CAAM Form 1 Briefing	Initial
17.	Repair Station Quality Control Management (RSQCM)	Initial
18.	Production Planning & Control	Initial
19.	Aircraft Record System	Initial
20.	Safety Management System (SMS)	Initial

#### 4. SOFTWARE/PORTAL

NO.	COURSE DESCRIPTION	PROFICIENT
1.	Microsoft Office (Excel, Words, Powerpoint)	Excellent
2.	Leonardo Helicopters Portal (IETP)	Excellent
3.	AirbusWorld portal (ORION)	Excellent
4.	Bell Helicopters Portal	Excellent
5.	Textron Aviation (1View)	Excellent
6.	AERONET	Good

#### 5. SOFT SKILLS

- Flexible, able and co-operative to work effectively in a team and as well as independently.
- Good communication with supervisors and fellow peers.
- Willing and constantly to learn new things and self-motivated.
- Able to work under pressure, minimal supervision and meet tight deadlines.
- Possess driving license (car).
- Speak fluently and good written in Bahasa Melayu and English.

#### 6. HIGHLIGHTS

Description	Year Involved	Details
• UAV Siswa Challenge 2013/2014	March 2014	Participant
• 5S Seminar Program (UMP)	December 2014	Participant
• Kejohanan Sukan Fakulti, UMP	November 2011	Participant
• Visit to Rumah Anak Yatim. Kuantan.	November 2011	Participant
• 33 <sup>rd</sup> Engineering Development Motivation and Awareness Training, UM, KL.	May 2011	Participant
• Kelab Kejuruterann Mekanikal, PoliPD	July 2009	Vice President
• MOHEX 2007	August 2007	Participant
• PLKN, Kem Bumimas, Sarawak	2007	Participant

#### 7. REFERENCES

i) Zaty Nadhirah bt. Mohammed Zuhari

Continuing Airworthiness Management Manager (CAMM)

Galaxy Aerospace (M) Sdn. Bhd.