



## NOOR ATIQA SYUHADA BINTI AZMADI

### Bachelor of Aviation Management (Hons.)

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#### EDUCATION

- 2016 – 2019      **Bachelor in Aviation Management (Hons)**  
Universiti Kuala Lumpur Malaysian Institute of Aviation Technology (UniKL MIAT)
- 2011 – 2014      **Diploma in Town and Regional Planning**  
Politeknik Sultan Abdul Halim Muadzam Shah
- 2006 – 2010      **Sekolah Menengah Kebangsaan Bandar Sungai Petani**

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#### RELEVANT EXPERIENCES

- JAN 2021 – PRESENT      **Maintenance Planner | Galaxy Aerospace (M) Sdn Bhd**
- Perform maintenance planning for three AW139 helicopters of Malaysian Maritime Enforcement Agency (MMEA).
  - Work closely with maintenance personnel to acquire parts needed before performing maintenance.
  - Generate forecast via Aeronet system to schedule maintenance and update nearest inspections in Aircraft status for MMEA and ground crew operations.
  - Act as the middle party to liaise with vendor in providing equipment servicing needed by MMEA personnel.
  - Cooperate with commercial department for monthly claim updates and contract related between contractor (Galaxy Aerospace (M) Sdn Bhd) and MMEA.
  - Prepare documentation needed for Certificate of Airworthiness (CofA) Audit and Approved Maintenance Organisation (AMO) Audit.
  - Liaise with logistics department in ordering and monitoring spare status (EDD/PO number) which then need to be recorded upon arrival.
  - Cross-check Part Number of the component requested by maintenance personnel with the OEM's Technical Publications software to ensure that the spare requested matches with the one fitted on the aircraft.
  - Record and filings all documents related between MMEA and contractor.
  - Monitor and control the publications, records such as paper works done by ground crew.
- JAN 2020 - DEC 2020      **Maintenance Planner (Protégé) | Galaxy Aerospace (M) Sdn. Bhd.**
- Perform maintenance planning for three AW139 helicopters of Malaysian Maritime Enforcement Agency (MMEA)
  - Work closely with maintenance personnel to acquire parts needed before performing maintenance
  - Generate forecast via Aeronet system to schedule maintenance
  - Monitor nearest inspection to be performed by ground crew
  - Provide documents needed by customers (MMEA) eg: scheduled and unscheduled maintenance record.
  - Prepare presentation slides for engineering meeting between contractor & customers (MMEA).

Property & Customer Relationship Management

- In charge in inspecting vacant office spaces condition (to be rented by tenants) including measurement, defects, and layout plan.
- Attend meeting with tenants to discuss on any related issue and discuss with the supervisor the solutions for the issues arised.
- Carry out ad-hoc tasks such as to create plan, prepare documents and assist task in AeroTree office.
- Manage and prepare parking slot signage for staffs and tenants and inform Facility Team to rectify them if needed.
- Site-visit to update car park layout plan.

Office Administration

- Monitor training/meeting room cleanliness, comfort and necessity needed before, during and after event conducted at the venue.
- Liaise directly with third party for invoice, payment and any document needed.
- Report to department-in-charge for any problem occurs to the items or inventory under their responsibilities.
- Manage all mails' procedure either to be sent out or to be distributed to staffs and tenants.

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**SKILLS**

- **IT skills:** Experienced in using Microsoft Office to record spares requested to perform maintenance, Aeronet System to generate forecast and to view completed maintenance and component details.
- **Communication skills:** Reflected in my ability in liaising effectively with range of departments.
- **Attention to detail:** Adept at dealing with multitudes of information and data, some nearly identical, without any mistakes or omissions.

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<b>LANGUAGE</b>	<b>Malay</b> Native Speaker	<b>English</b> Proficient spoken & written
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<b>REFERENCES</b>	Mohd Saiful Hasanun bin Mohd Yusop Maintenance Manager Galaxy Aerospace (M) Sdn Bhd +60 13-830 7981  Mohd Shazalie Bin Ramli CAMO Planner Executive Galaxy Aerospace (M) Sdn Bhd +60 19-3678490
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