



# NURSANIA SABIRA BINTI SHARIZAL

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I am an energetic person and eager to learn new skills. I have a few years' experience working as part of a team and individually. I am a person who enthused about my work and tasks ahead.

## EXPERIENCE

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### Training Executive

Galaxy Aerospace (M) Sdn. Bhd

August 2023 - Present

1. Responsible to assist Training Manager on day – to – day administration and record management functions of Galaxy Aerospace Training Department
2. Plan Training for Galaxy Aerospace staff.
3. Ensure all Publication in Training Department are up to date.

Sep 2022 – August 2022

### Training Assistant

Galaxy Aerospace (M) Sdn. Bhd.

Industry                      Aerospace / Aviation / Airline  
Role                              Training Assistant

1. Responsible for clerical and administrative duties related to the delivery of training and organizational.
2. Schedule Training Plan every 6 months.
3. Provide certifications and record to the staff who have joined the training.  
Key in data and produce report on training statistics.

Feb 2022 - Aug 2022

### Human Resource

INNOMAPPS Sdn. Bhd.

Telecommunication

1. Support all internal and external HR-related inquiries or requests.
2. Maintain digital and electronic records of employees.
3. Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
4. Oversee the completion of compensation and benefit documentation.
5. Schedule meetings, interviews, HR events and maintain agendas.
6. Coordinate training sessions and seminars.
7. Produce and submit reports on general HR activity.
8. Complete termination paperwork and exit interviews.

### Internship Student

GLOCO BERHAD

Healthcare / Medical

Aug 2021 - Nov 2021

1. Screening resumes
2. Performing in-person and phone interviews with candidates
3. Coordinating interviews with the hiring managers
4. Making recommendations to company hiring managers
5. Following up on the interview process status
6. Serving as a liaison with area employment agencies, colleges, and industry associations
7. Completing timely reports on employment activity
8. Conducting exit interviews on terminating employees

## Part Time

Ninja logistics Sdn Bhd

Transportation / Logistics

Nov 2020 - Nov 2020

1. Reading daily instructions from the supervisor.
2. Receiving and loading raw materials for processing.
3. Sorting through and removing damaged or defective items from the production line.
4. Organizing and labelling items into categories.
5. Unloading processed items into bins for distribution.

## Sales Assistant

TF VALUE-MART SDN. BHD.

Jan 2018 - May 2018

Retail /Merchandise

1. Greeting customers and offering assistance
2. Recommending products or merchandise to help customers
3. Answering questions and addressing concerns
4. Informing customers about sales, promotions and policies
5. Demonstrating how products work
6. Taking payments for purchases and packaging purchases
7. Stocking merchandise and creating displays
8. Taking inventory and monitoring sales floor

## EDUCATION

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Nov 2021

### Unisel Shah Alam

Bachelor's Degree in Human Resource Management

Dec 2017

### SMK Purun

STPM

## SKILLS

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Advanced  
Intermediate

Active Listening, Interpersonal Skills  
Communication Skills, Adapting New Procedures, Negotiation Skills

## LANGUAGES

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	Spoken	Written
English	9	8
Bahasa Malaysia	10	10
Mandarin	6	4

## REFERENCE

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Nabil Alzahrawi Bin Faizul Faiza

Senior Executive Sales & Marketing

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Head of Department Training

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