

INTAN AYATUL TAFRIJIYAH BINTI AZLAN



PRODUCTION PLANNER AND CONTROLLER

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PROFILE SUMMARY

Proficient at planning the activities and detail-oriented person. Looking for opportunity as Production Planner and Controller or any position related to my background to further enhance career development and get a chance to make a productive use of all valuable skills.

WORK EXPERIENCE

PRODUCTION PLANNER AND CONTROLLER

September, 2023 – Present

Galaxy Aerospace (M) Sdn Bhd

- Review forecast and discuss with Maintenance Manager for aircraft Dauphin AS365N3 downtime.
- **Order and demand spare** for base and line maintenance using Aeronet System.
- Prepare, review and verify aircraft maintenance documentations for aircraft Dauphin AS365N3
- **Ensure all tools, spares, facilities, documentation and manpower are available for maintenance.**
- Act as **focal point** between CAMO and engineering team.
- Prepared **aircraft monthly report** for Malaysian Maritime Enforcement Agency (MMEA).

MANAGER

September, 2021 – September, 2023

Pusat Ekonomi Digital (PEDi), MSD Digital Intelligence Sdn Bhd

- Plan and **manage daily operation** of PEDi to improve efficiency
- Plan and **arrange training**, program and activities for the community to ensure that all activities followed organizational guidelines and policies.
- Ensure the planned program is **implemented on time, within budget and within schedule**
- **Prepare and update related reports** using Microsoft Excel, Word and company information technology software according to the schedule
- Report any damage following the Standard Operation Procedure
- **Ensure availability of the data and document** when needed

ASISTANT MANAGER

October, 2020 – August 2021

Pusat Ekonomi Digital (PEDi), MSD Digital Intelligence Sdn Bhd

- Ensure all equipment is in good condition
- Manage equipment maintenance by recording stock and inventory
- Update the portal according to the schedule
- Provide ICT training to the community

TRAINEE

January, 2020 – June, 2020

BHIC AeroServices Sdn Bhd

- Expose to line and base maintenance
- Familiar with aircraft manuals, tools and equipment
- Attend the training for Non-Trade Personnel and pass the initial assessment
- Assist in performing 600 Hours Inspection of aircraft Dauphin AS365N3 referring to aircraft manual
- Experience in marshalling, refuelling and preparing aircraft for flight
- Ensure all the tools and equipment are in good condition and well organized

EDUCATION

BACHELOR OF AIRCRAFT ENGINEERING TECHNOLOGY (HONS) IN AVIONICS

University Malaysian Institute of Aviation Technology (UniKL MIAT) July, 2017 – June, 2020

- CGPA : 3.29
- FYP Research : Improve of Aircraft Maintenance Through Analysis on Data Acquisition System
- Secretary of Surau Saidina Ali UniKL MIAT
- Active in organising program for women student
- Active in voluntary program

DIPLOMA OF ENGINEERING TECHNOLOGY IN AVIONICS MAINTENANCE

University Malaysian Institute of Aviation Technology (UniKL MIAT) July, 2013 – June, 2016

- CGPA : 3.79
- FYP Project : Relay Training Aid
- Active member of Persatuan Seni Silat Cekak Malaysia
- Director of Muslimah Gathering Program

MALAYSIAN SKILLS CERTIFICATE IN MOTORCYCLE SERVICE AND MAINTENANCE (LEVEL 2)

GIATMARA Cameron Highland January, 2017 – June, 2017

- CGPA : 3.52
- Prepare and submit the coursework within the deadline

SKILLS

- **Microsoft Office : Intermediate**
: Prepare report in Microsoft Excel and Word. Analysing data during FYP using Microsoft Excel.
- **Project Management : Intermediate**
: Handle and manage a program by PEDi cluster Raub that involve the agencies, entrepreneur and community.

VOLUNTEERING

- Committee member of AMO Fun Day Galaxy Aerospace (M) Sdn Bhd
- Secretary of Kawasan Rukun Tetangga
- Ahli Lembaga Koperasi

LANGUAGES

- Malay : Native
- English : Good

ADDITIONAL INFORMATION

- Driving license : Class D
- Willing to travel and relocate if necessary
- Possess own transport : Yes

REFERENCES

Mej (R) Nurulazhan bin Sallehuddin

Senior Maintenance Manager
Galaxy Aerospace (M) Sdn Bhd
+6017 350 6977

Mr. Lokman bin Salehon

Maintenance Manager AS365N3
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