

# Nur Shahida Binti Mat Ishah

Kampung Datuk Keramat,  
Kuala Lumpur

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## OBJECTIVE

Studies on education, supply chain and logistics are still going on full-time. Am a highly organized and meticulous student graduate cum laude with some experience in corporate office settings. Adept at preparing and maintaining files, organizing materials and product research. Trained in management, a good communicator and planner with strong judgement and critical thinking abilities.

## EDUCATION —

Master of Science,  
Universiti Malaysia Pahang

- 10/2020 – present
- Pending publishing research on educational supply chain

Bachelor of Business  
Engineering,  
Universiti Malaysia Pahang

- 08/2015 – 07/2019
- 3.61 CPA & 7 times Dean's List recipient
- Received Chartered Institutes of Logistics and Transport – CILT (UK) certificate in 2019 and Test Deutsch als Fremdsprache (TestDaF) certificate in 2017

Certificate in Physical Sciences  
(Major in Physics & Chemistry),  
Kelantan Matriculation College

- 04/2014 – 05/2015
- 3.96 CGPA

## KEY SKILLS —

Organization  
Planning  
Time management  
Ability to track records & reports  
Professionalism  
Filing

## EXPERIENCE

11/2022 – present

Protégé – Admin, PUTD • Galaxy Aerospace (M) Sdn. Bhd.

Managed the purchase of components and engines for local and international customers. Provided quotations, invoices, and delivery orders for purchased and repaired products. Maintained a database of clients.

10/2020 – 09/2021

Research Assistant • Universiti Malaysia Pahang

Performed literature reviews, conducted research, summarized findings, responded to emails relating to research, written research articles for journals and conferences, and prepared progress reports.

02/2018 – 07/2018

Intern • Airod Sdn. Bhd.

*(internationally recognized Maintenance, Repair & Overhaul (MRO) organization and was a pioneer of this in the country and remains Malaysia's top aviation MRO centre.)*

Worked closely with Senior Maintenance Manager and Technicians to organize aircrafts' supplies and travels documents, sorted and organize materials such as physical files, tracking spread sheets and reports, completed clerical tasks such as filing and copying, enhanced collaboration between team members by preparing meeting materials and taking clear notes to be distributed to team members, kept physical files and digitized records organized for easy updating and retrieval by authorized team members, and advanced product research by compiling data and updating Excel spread sheets and the company's own software.

## REFERENCES

[Available upon request.]