



# ADILAH HARUN

## PRODUCTION PLANNER



019-841 9149



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Apartment Tuaran Impian, 89208 Tuaran, Sabah.

## About Me

I am highly determined and willing to learn in order to enhance my skills and knowledge. I would like to be a part of a company where I could use all my experience, knowledge and skills to every task given as well as to gain a new experience to develop and matured.

## EDUCATION

### UNIVERSITY MALAYSIA SARAWAK

2016 - 2019

- Bachelor of Social Sciences (Hons) Industrial Relations and Labour Studies
- CGPA: 3.23

### PRE UNIVERSITY SMK GADONG

2013 - 2014

- Malaysia Higher School Certificate (STPM)
- CGPA: 2.67

### SMK GADONG

2008 - 2012

- Malaysian Certificate of Education (SPM)
- Grade: 1A 1A- 3B+ 2C+

## LANGUAGE

- English (Intermediate)
- Bahasa Melayu (Excellent)

## PERSONAL SKILLS

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

## COMPUTER SKILLS

- Microsoft Word (Advanced)
- Microsoft Excel (Intermediate)
- Microsoft Powerpoint (Advanced)

## EXPERIENCE

### GALAXY AEROSPACE (M) SDN. BHD.

(JULY 2023 - NOW)

#### Production Planner

- Responsible for receiving, storing, packing and/or unpacking of items and parts as well as delivering them to RMN SUKK.
- Liaise with Procurement Department on items and parts requested by customer.
- Liaising with Logistics Department for any shipment related to RMN SUKK.
- Perform physical inspection upon the receiving component/parts to ensure the product condition and prerequisite after transit.

### GALAXY AEROSPACE (M) SDN. BHD.

(JULY 2022 - JULY 2023)

#### Protege Planner

- Assign to prepare aircraft status and serviceability report daily, weekly and monthly.
- Ensure the completion of Word Pack following the procedures guideline for helicopter inspection.
- Responsible in monitoring, managing and updating helicopter spare parts stock record.

### MINISTRY OF INDUSTRIAL DEVELOPMENT SABAH

(JUNE 2018 - AUGUST 2018)

#### Administrative Department (Industrial Training).

- Assisted File and Store Management.
- Wrote related Correspondence.
- Prepared a video for an event held within the ministry.

## REFERENCE

### 1. Siti Aisyah Binti Mansor

- CAMO
- Phone: 012 672 8954
- aishah@galaxyaerospace.my

### 2. Muhamad Muzaffar Bin Abdul Mutalib

- Technician
- Phone: 016 557 7786
- muzaffar@galaxyaerospace.my