

Syarafana Nur Sofea Binti Mohamad Sophiaan



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DESCRIPTION

An ambitious and organized aeronautical engineering graduate from Moscow Aviation Institute (National Research University), eager to learn and gain new experiences. A fast learner, team player and able to work under pressure. Seeking to help the company to expand even further, as well as to grow and develop my skills in pursued field.

EMPLOYMENT

Permodalan Nasional Berhad (PNB), Kuala Lumpur, Malaysia.

Title: Graduate Executive Trainee

Duration: 7 months (January 2021 – present)

Job Description:

Attached to the Property Maintenance Department:

- Assist supervisors in tenders' preparation, reports writing and BQ.
- Monitor the Menara PNB building system maintenance.
- Attend to daily complaints and request emails and follow up on each resolution.
- Assist supervisor in creating a new system for the whole flow of CSR using Excel and Power Automate.
- Assist to prepare weekly checklist and summary for audit purposes.
- Monitor the audio system for events in the building.

Decathlon, Shah Alam, Malaysia.

Title: Sport Sales Advisor, weekend part time

Duration: 2 months (May 2022 – Present)

Job Description:

- Develop network of customers in store and establish good relationship.
- Strategize through layout presentation, stock management and customer relationship.

DMG MORI, Moscow, Russia.

Title: Internship collaboration with DMG MORI, a German-Japan company

Duration: 2 months (June 2019 – July 2019)

Job Description:

Experimental Pilot Plant of Moscow Aviation Institute (MAI)

- Modern methods of processing materials in the aviation industry, including using CNC equipment.

Vympel NPO, Moscow, Russia.

Title: Internship

Duration: 2 months (June 2018 – July 2018)

Job Description:

- Introduced and taught about all types of missiles, basic theory of flights and components in missile.

EDUCATION**Moscow Aviation Institute (MAI), Moscow, Russia (2017 – 2021)**

Bachelor of Science degree in July 2021

Major: Aeronautical Engineering (Aircraft Design)

CGPA: 3.44 / 4.00

MRSM Tun Abdul Razak, Pekan, Pahang, Malaysia (2012 – 2016)

6As for Malaysian Certificate of Education (SPM) in 2016

1A 4B for International General Certificate of Secondary Education (IGCSE) in 2015

8As for Form Three Assessment (PT3) in 2014

INTERESTS

Sports, reading, and travelling

LANGUAGES

English, Malay, Russian, French

REFERENCE

Mohd Rezwan Bin Selamatdin

Assistant Manager Property Maintenance,

201-A, Jalan Tun Razak,

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APPENDIX A – RELEVANT COURSES

Aircraft Design
Maintainability and Reliability
Aircraft Power Unit
Chassis and Control Systems
Electrical Engineering and Electronics
Engineering of Airframe Accessories
Engineering of Assemblies and Parts
Production of Airplanes
Aircraft Projecting

APPENDIX B – LEADERSHIP

Organizer for various University activities (09/2018 - 05/2020)

- Supervised the MAI Rugby 7s Moscow Intersvarsity Cup 2018
- Emcee for 3 consecutive graduation ceremony
- Organized Women's Day 2018 and 2019

Intersvarsity Cup (09/2017 - 05/2019), an annual event for Malaysian students in Russia

- Participated and won several sports event (futsal, frisbee, handball, basketball)

Tour guide in Moscow, Russia (05/2019 - 02/2020)

- Guided different groups of people around Moscow from various backgrounds

Convention for Association of Young Entrepreneurs (2016)

- National Level participation

Girl Scout's Camp (2015)

- National Level participation

Inter-MRSM Sports (2016)

- Marathon participation

APPENDIX C – COMPUTER SKILLS

Programming Skills: C/C++

Others: Windows 10 Pro

Application: SOLIDWORKS
SOLIDEDGE
Pastran Natran
Airfoiltools.com
Microsoft Power Automate
Microsoft Office (Excel, Word, PowerPoint)