

WAN ADDINIE WAN RAHIMI

Subang Bestari, Selangor (Main add) · 011-1083 5258

addinie.galaxy@gmail.com · www.linkedin.com/in/addinierahimi2406

An enthusiastic individual that is interested in grabbing any opportunities in attaining knowledge and skills with great soft skills and adaptability.

EXPERIENCES

MAY 2023 – CURRENT

PROTÉGÉ CAMO [TECHNICAL SERVICE]

GALAXY AEROSPACE MALAYSIA (M)

Provide Technical Support and updates to operators in regards to aircraft's airworthiness prospects.

Liaison with the manufacturer and OEM's to obtain approved data for repairs and rectifications.

Verify that all technical documentation complies with Civil Aviation Authority of Malaysia (CAAM) requirements.

Create technical documentation in compliance with CAAM requirements, such as the Aircraft Maintenance Programme, Airworthiness Flight Test Schedule, and the Minimum Equipment List (MEL).

Take corrective action after analyzing the defect reports, recurring faults, unscheduled component removals, confirmed failures, pilot reports, and other pertinent reliability data.

Prepare the operational fleet's monthly reliability report, and request the monthly reliability analysis meeting. Make a note of the reliability analysis committee meeting's decision via minute of meeting, kept it for company's disposal and distribute it to everyone involved via minute of meeting.

Identifying trends whenever operators requested / operational fleets had issues.

Evaluate, suggest and manage the applicability of Airworthiness Directives, Service Bulletins, Service Letters, Alert Service Bulletins and etc. as well as modifications.

Monitoring the health and performance of the engine, determining the underlying causes of engine issues, and starting the necessary corrective action.

AUG 2020 – APRIL 2023

ADMIN EXECUTIVE [HR&PROJECT MANAGEMENT DEPARTMENT],

BANGGU TIMUR ENTERPRISE

PIC in managing/recording multiple project documentations, tender, company certificate as well as in charge for replying emails and purchase supplies.

Assisting engineer in assigning technical documentations such as invoices, daily reports, etc.

Handled numerous exchange documentations/records between BTE and clients/customers.

Prepared and get quotation from suppliers.

Prepared comparison on received quotations.

Prepare and filing document for projects incoming (contract document, drawing, bill of quantity)

Prepare work schedule for team organization/planning every month.

Saving & collecting contact information of customers, potential customers as well as suppliers.

JUNE 2019 – SEPT 2019

**INDUSTRIAL TRAINEE,
MTC ENGINEERING SDN BHD**

Contribute specifically towards documentation of analysis while being recruited in the department of Business Defense.

Involve in the R&D team for control system and design project of cloud seeding, rocket missile prototype, also the material development for explosives (parachute ejecting mechanism).

Completed required daily logbook, meetings and presentation for progress reports deemed by MTCE.

Weekly presentation upon rocket design prototype and negotiate with supervisors the issues that needed resolve.

Dealing all electronics purchase with RobotEdu and deliveries from Seri Kembangan to Bukit Jelutong, Shah Alam.

OCT 2018 – JAN 2019

**CUSTOMER SERVICE [LOGISTIC],
TECHOUZ SPECIALIST**

Coordinated & supervised orders as well as involve in administrative works.

Handled logistics of products for companies and clients.

Received and processed unorganized orders into management system inventory and updated regularly.

Assisting & directly communicate with customers regarding laptop service consultations.

Addressing personally to customer's complaints and providing specific solutions.

Handled numerous customer consultation during and after service completed.

EDUCATION

OCT 2020

**BACHELOR OF AEROSPACE ENGINEERING (HONS.),
UNIVERSITI PUTRA MALAYSIA**

Bronze medal for Best Project for FYP Project Presentation (Material) Academic Paper in 2021 for Aerospace Department. Leading the Dep. Of Documentation for Space Launch Tech. Vertical Landing Rocket (VALORSS1) in 2019, UPM. Rep speaker for shortlisted team in VIATAR HACKATHON 2019. Elected to be a checker for a CubeSat Structural Development Project 2018. And was also organized field trip to aerospace annual event for the Global Space Balloon Challenge, UPM 2018.

JUL 2016

**FOUNDATION IN AGRICULTURAL SCIENCE,
UNIVERSITI PUTRA MALAYSIA**