



## Personal Details

I have experiences in procurement and administrative field for about 10 years. My last recent work place is Hawker Pacific Malaysia Sdn Bhd which is a company that provide service and do maintenance for Royal Malaysian Police aircraft (RMP) and private aircraft. I have skilled in Oracle Database, SAP system, Microsoft Office and also IFS. I am a strong professional purchaser graduated from University Technology Mara under Faculty of Office Management.

Name : 'Aqilah Binti Mohd Hanafi

Dob : June 09, 1986

IC No : 860609-46-5546

Nationality : Malaysian

Gender : Female

Marital Status : Married

Height : 159cm

Weight : 49kg

Health : Excellent

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Address : J16 Jalan Ungu, u9/32a Sunway Kayangan, 40150, Shah Alam, Selangor Darul Ehsan.

Availability : Immediately

Expected monthly salary: RM 4000.00 (Negotiable)

Position to Apply: Procurement Executive / Administrator

## Educational Background

- 2006 – 2009 University Technology Mara Shah Alam, Selangor.
  - Bachelor in Customer Service Management (Hons.) (CGPA: 3.07)
  
- 2004 - 2005 Sekolah Menengah Kebangsaan Putera
  - Sijil Tinggi Pelajaran Malaysia (CGPA: 2.80)

## Attended Courses

- 2005 Kursus Asas Komputer (Microsoft Words & Excel) from Aficomputech System
- 2008 ITIL course (Information Technology Infrastructure Library)
  - Note: This programme is certified by The Netherlands and in collaboration with Prestariang Group, Malaysia - <http://www.prestariang.com.my/>
- 2020 Kursus " Procurement and Supply Chain Management by MKSK Global PLT
  - Note: This programme is certified by PERKESO

## Skills

■ Reliable and independent ■ Fast Learner ■ Cooperative ■ Sense of Responsibility  
■ Self Motivated ■ Committed to Work ■ Time Management Skills ■ Enjoy travelling and outdoor assignment. Other skills: Good command of English and Malay (oral and written), Computer literate, good in Ms Office (Word, Excel and Power Point), Oracle, SAP and IFS system and Internet Application.

## Curriculum Activity

I have involved many activities during my study. Some of it is listed as below:

### UNIVERSITI TECHNOLOGY MARA (UiTM)

- Bomba Cadet
- Participant in the faculty activities "Business Etiquette" at Intekma Resorts, Shah Alam .
- Fasilitator in the faculty program for " Serumpu n Akar" with student OM222.
- A Committee member of Club Badminton in Kenanga College
- Participate in "Bengkel Finale Finesse"

### SCHOOL

- Persatuan Puteri Islam
  - Ahli Jawatan Kuasa. Johan Persembahan Kebudayaan.
- A participant of "Perkhemahan Agung Pasukan Pakaian Seragam
- Persatuan Bahasa Inggeris
  - Ahli Jawatan Kuasa
- A fasilitator of " Program Bicara Mutiara"
- A participant in " Kolokium Jati Diri Putera Puteri Pra-Universiti Peringkat Negeri Kelantan 2005".
- Police Cadet
  - Pertandingan Kawad Kor Kadet Polis Peringkat IPD Kota Bharu

### Projects/Industrial Training/Other Achievements

- Research on customer satisfaction towards customer service. (Final Year Project-Degree)
- Have done practical training at Semasa Sentral Sdn Bhd for four months.
- Have done bus schedule, file management, handle telephone calls, write letters to other organizations and make a paper cutting related to the company during practical training.

## Working Experiences

**Company Name: Afitech System Sdn Bhd - (IT industry)**

**Job Title : Administration Clerk**

**Location : Kota Bharu, Kelantan**

**Date Join-Left : Mei 2005 – June 2006**

**Salary: RM600.00**

**Reason for Leaving : Further study to UiTM.**

**Job Description:**

1. Answering customer requirements by telephone calls.
2. Give customer service to customer who needs help regarding IT.
3. Manage financial accounts
4. Manage timetable for manager.

**Company Name: Telekom Malaysia Bhd – (Electrical Industry)**

**Job Title : Cashier**

**Location : Shah alam, Selangor**

**Date Join-Left : November 2009 – June 2010**

**Salary: RM 850.00**

**Reason for Leaving : Contract ended and intend to find a better salary.**

**Job Description:**

1. Customer service whereas treating customer for bills payment.
2. Balancing on the account.
3. Reporting for the closing account day to day
4. Filing/Documentation

**Company Name : NEC Corporation - (Electronic Industry)**

**Job title : Logistic and Procurement Officer**

**Location: The Gardens, Mid Valley Megamall Kuala Lumpur.**

**Date Join- Left : December 2010 – March 2012**

**Salary: RM1800.00**

**Reason for Leaving : Better offer and to explore more challenging career path.**

**Job Description :**

1. Deal with supplier(global/local), Logistic company(DHL,FEDEX etc.) and liaise with forwarder
2. Raise PO/invoices using Oracle system(previously) / SAP system
3. Observe for the customer's requirement/ supplier assessment
4. Arrange shipment by sea/air/land

**Company Name : Fast Flow Malaysia Sdn Bhd - (Drainage & Piping Industry)**

**Location : Shah Alam, Selangor**

**Job title : Admin Supervisor**

**Salary: RM2500**

**Date Join- Left : March 2012 – March 2013**

**Reason For Leaving: Moved to Kota Kinabalu starting from April 2013- Sept 2015, following husband who is working as a Navy officer with TLDM, at Sepangar port.**

**Job Description :**

1. Organize office procedures and maintain paper/electronic filing system according to office procedures
2. Plan, organize & control dispatch mail service. Maintain up to date courier registration.
3. Prepare reports and documents. Perform secretarial tasks as and when required by management
4. Plan and organize housekeeping, apartment, office stationery and company vehicles purchases.
5. Monitor and update organizational membership (e.g. CIDB)
6. Process staff applications for leave and maintain accurate records.

**Company Name : Hawker Pacific (Malaysia) Sdn Bhd - (Aviation Industry)**

**Location : Shah Alam, Selangor**

**Job title : Admin Executive**

**Salary: RM3000**

**Date Join- Left : November 2014 – August 2016**

**Reason For Leaving: Promoted to a new position – Procurement Executive**

**Job Description :**

1. General Office Administrative; maintain, coordinate with supplier for adequate office supplies
2. Collect and distribute incoming mail and courier, liaise with courier service for shipment.
3. Prepare reports and documents. Perform secretarial tasks as and when required by management; filing
4. Manage issuance of passes for visitors, staff and company vehicles; road tax, services, faulty
5. Managing petty cash for reconciliation every month, request for customer's invoices, Register company asset (CAPEX), provide general administrative support in finance, issuing cheque, get quotation from suppliers, registration of new customers & suppliers.
6. Prepare for the monthly claim of country manager and chief engineers.
7. Assist in obtaining quotation and final costs incurred for trainings; data entry;
8. Raise internal purchase orders according to requests for stock or additional spares.
9. Raise external purchase orders to suppliers according to requests from engineers & suppliers
10. Obtain information from planners to provide customers with quotation
11. Coordinate travel arrangement for Malaysia office including flight bookings, airport transfer, hotel bookings, travel order and itineraries.
12. In charge for the company events, company lunch and deal with the caterings or hotel for arrangement
13. Assist in obtaining visas for foreigner thru agent.
14. Act as front line company ambassador to all visitors, customers, suppliers and general public.
15. Attend for customers, guests and visitors
16. Manage main telephone switch, answer questions and provide information.
17. Monitoring for the office cleaner and building facilities; report to Skypark for any faulty

**Company Name : Hawker Pacific (Malaysia) Sdn Bhd – (Aviation Industry)**

**Location : Shah Alam, Selangor**

**Job title : Procurement Executive**

**Salary: RM3400.00**

**Date Join- Left : August 2016 – March 2020**

**Reason For Leaving: Company had downsized and retrenched about 98% employees due to pandemic and loss of government contract (RMP)**

**Job Description :**

1. Responsible to source, negotiate repair/overhaul charges from a few vendors. –
2. Responsible to source and purchase for spares on the daily basis-
3. Evaluate and communicate the prices from a few suppliers thru email/ website to ensure for the best price and the delivery time meet the requirement.
4. Responsible to interact with suppliers regards to the purchase order and shipment.
5. Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications
6. Responsible to arrange for a meeting among committee members before any decision making.
7. Prepare for the minutes of meeting after the decision has been discussed.
8. Responsible to check on the components received by the customers (RMAF) to ensure the components received are tally with the documents.
9. Following up on Purchase Orders delivery and shipment schedules.
10. Resolve quality, lead time and invoicing issues with Finance and Marketing
11. Evaluate supplier performance based on quality standards, delivery time & best prices and ensures all the criteria are met according to the organizational requirements and expectation.
12. Responsible for implementing internal procurement strategies to cater to high delivery and short lead time requirements
13. Filing all related documents to ensure every paper works are properly recorded.
14. Has experience do purchasing for Aircraft Model King Air/Gulfstream/Falcon/Bombardier.

<b>References</b>
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Name: Prof. Madya Dr. Rudzi Munap  
Dean  
Faculty of Office Management & Technology  
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Name: Mohd Iskandar Dzalman  
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Name: Kandiah Padmanathan  
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