



**AMIRA BINTI ZAKARIA**

Email : amira\_zakaria@yahoo.com      Contact no : +6019 387 6610  
Address : No 26, Jalan SS7/18, Kelana Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan.

### SUMMARY

Born on 23<sup>rd</sup> March 1984 in Selangor.  
Married with two kids.  
Good interpersonal communication skills.  
Capable of working under and without supervision.  
Willing to learn, trainable and adaptable.  
A good team player, responsible, committed and proactive with strong leadership skills.  
Positive initiative, strong motivation commitment with a desire to excel in every task assign.  
Strong time management and organisational skills.  
Have been approved by CAAM as Head of Quality Assurance since July 2016.

### CAREER OBJECTIVES

To expand my technical skill and gain knowledge in aircraft maintenance and management with the goal of becoming successful employee. I am looking for a job where I can utilize my talent and knowledge, I want to learn from the organisation and growth with organisation.

### EDUCATION BACKGROUND

July 2002 - December 2005	<b>Diploma in Aircraft Maintenance Technology (AVIONICS)</b> University Kuala Lumpur Malaysian Institute of Aviation Technology (UniKL MIAT), Sepang, Selangor.
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### QUALIFICATION

#### **DCAM PART 66 Maintenance Engineer's License**

LICENCE NO               : E 3931  
CATEGORY                : B2 – Limitation

#### **Procedural and Regulations Training:**

Attended Part M course at Malaysia Aviation Academy (MAVA).  
Attended ISO 9001:2015 Lead Assessor Course at SIRIM Sdn Bhd.  
Attended Part 145 course at ZRST Training Sdn. Bhd.

## WORKING EXPERIENCE

### **Deputy Quality Assurance Manager, SKYVAX HOLDINGS Sdn Bhd.**

*(August 2020 – Present)*

- Assisted Quality Assurance Manager in establishing an independent quality system to monitor compliance with CAAM's requirements;
- Assisted Quality Assurance Manager in implementing a quality audit programme in which compliance with all training procedures are reviewed at regular intervals, and any observed non-compliances or poor standards are brought to the attention of the person concerned via his/her Manager;
- Assisted Quality Assurance Manager in proposing all corrective actions necessary for eliminating non-compliance, and ensuring that the corrective actions are initiated and when completed are efficient and meet their intended purpose; and
- Assisted Quality Assurance Manager in reviewing and amending the MTOE and associated manuals.

### **Head of Quality Assurance (CAMO), AFJETS Sdn Bhd.**

*(July 2016 – August 2020)*

- Developed and monitored the quality system, including the associated feedback system, and assessment of the quality assurance system for its adequacy and efficiency, and keeping the Accountable Manager properly informed on quality and compliance matters by supplying him with information about the quality assurance system's efficiency;
- Provided support for all departments in regard to quality management, and timely notification to CAAM about faults and malfunctions, affecting the airworthiness of aircraft, occurrences, incidents and accidents;
- Monitoring that all activities carried out are being performed in accordance with the approved procedures, monitoring that all contracted maintenance is carried out in accordance with the contract, monitoring continued compliance with the authority's requirement to ensure airworthiness of the aircraft and monitoring that all subcontracted continuing airworthiness management tasks is carried out in accordance with the contractual obligations;
- Report of the completion of corrective actions and re-establish of full compliance to external auditors after they have raised findings;
- Provided monitoring of the continued compliance with the requirements of the through the independent auditing organization;
- Established and maintained the CAMO personnel's training and qualification records;
- Performed assessment and issued authorizations to approval holder; and
- Performed safety investigation for accident / incident involving company aircraft/vehicle/asset/personnel and provide recommendation for risk mitigation.

### **Planner, Technical Publication & Technical Record, AFJETS Sdn Bhd.**

*(October 2015 - June 2016)*

- Developed and controlled a maintenance schedule and its amendments for the aircraft managed and maintained by the company;
- Managed the approval of modification and repairs;
- Ensured that all the maintenance is carried out in accordance with the approved maintenance schedule and all the work cards were closed and all defects discovered are corrected accordingly;

- Coordinate scheduled maintenance, the accomplishment of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly;
- Managed and archived all continuing airworthiness records including aircraft technical log, log books and aircraft pro-forma;
- Maintained and controlled all technical publication status to reflect the current issue / revision of the manuals;
- Involved in downloading and checking the applicability of Airworthiness Directives (AD) and Service Bulletins (SB); and involved in Certificate of Airworthiness renewal of the aircraft.

**Trainee of Aircraft Maintenance Engineer (TAME), Malaysia Airlines.**

*(November 2006 - August 2015)*

- Perform functions as TAME on various aircraft such as B747-200, B747-400, B737-400, A330-300, A380-800 in minor and major maintenance work (Base) including inspections, repair, replacement, testing, modifications, troubleshooting, Scheduled / Non Scheduled checks, avionics service and installations for company aircraft to comply with approved maintenance program which is an essential requirement to ensure that aircraft is maintained in pre-determined conditions of airworthiness to ensure safe and pleasant flights;
- Involved in Apron Servicing Unit (ASU) for line maintenance tasks on daily operation at KLIA for 6 months;
- Attended basic courses to fulfil the requirement as an License Aircraft Engineer; and
- Undergone departmental visit such as Planning Department, Technical Record Department, QA Department, and Technical Service Department.

**Mechanic, Berjaya Air Sdn Bhd.**

*(April 2006 - October 2006)*

- Perform functions as Avionics Mechanic on De Havilland Dash 7 in minor and major maintenance work (Base and Line) including inspections, repair, replacement, testing, modifications, troubleshooting, Scheduled / Non Scheduled checks, avionics service and installations for company aircraft to comply with approved maintenance program which is an essential requirement to ensure that aircraft is maintained in pre-determined conditions of airworthiness to ensure safe and pleasant flights.

**REFERENCE**

Name : MUHAMMAD FAIDZAL BIN MOHD GHAZALI  
 Position : Head of Continuing Airworthiness  
 Company : AFJETS Sdn Bhd  
 Email : faidzal@afjets.com  
 Mobile No. : 012-370 6480

II **DCAM PART-66 LESEN JURUTERA PENYENGGARAAN KAPAL UDARA**  
DCAM PART-66 AIRCRAFT MAINTENANCE ENGINEER'S LICENCE

III **Nombor Lesen: E 3931**  
*Licence Number*

**Keluaran asal: 13-Jul-12**  
*Original issue*

**Lesen sah sehingga: 12-Jul-23**  
*Licence valid until*



IV **Nama: AMIRA BINTI ZAKARIA**  
*Name*

**No KP/Pasport: 840323-10-5256**  
*NRIC/Passport*

IV(a) **Tarikh Lahir: 23-Mar-84**  
*Date of Birth*

V **Alamat: NO. 26, JALAN SS 7/18**  
*Address*

KELANA JAYA  
47301 PETALING JAYA  
SELANGOR DARUL EHSAN

VI **Kerakyatan: MALAYSIAN**  
*Nationality*

VII **Tandatangan Pemegang:**  
*Signature of holder*

VIII **Dikeluarkan menurut peruntukan Akta Penerbangan Awam 1969, dan Peraturan-peraturan Penerbangan Awam yang berkuatkuasa di bawahnya dan Aneks 1 kepada Konvensyen Penerbangan Awam Antarabangsa yang ditandatangani pada 7 Disember 1944.**

*Issued in accordance with the provisions of the Civil Aviation Act 1969, the Civil Aviation Regulation in force thereunder and with Annex 1 to the Convention on the International Civil Aviation signed on 7 December 1944.*

IX **Pemegang lesen ini telah diberi kuasa untuk bertindak sebagai seorang Jurutera Penyenggaraan Kapaludara mengikut syarat- syarat yang tersebut di dalam ini.**  
*The holder of this licence is hereby authorised to act in the capacity of an Aircraft Maintenance Engineer in accordance with conditions specified herein.*

X **Tandatangan Pegawai yang mengeluarkan.**  
*Signature of Issuing Officer*

MOHD NAEMY FAHMY MUSTAPA

XI

**Cap Jabatan:**  
*Department's Stamp*



b/p Pihak Berkuasa Penerbangan Awam Malaysia  
*for Civil Aviation Authority of Malaysia*

XIII **Pengendorsan Khas:**  
*Special Endorsement(s):*

Lesen ini dikeluarkan berasaskan NIL  
*This licence is issued based on*  
bertarikh  
*dated*

XII **DCAM PART-66 (SUB) KATEGORI DAN PENARAFAN JENIS KAPAL UDARA**  
DCAM PART-66 (SUB) CATEGORIES AND AIRCRAFT TYPE RATING(S)

**TARIKH**  
*DATE*

**B2 - Limitation No. 2, 3, 4, 5, 13 & 16**

13-Jul-12

No Type Rating

**NO FURTHER ENTRIES**

Note : The certification privilege(s) will depend on currency of Approved Maintenance Organisation's certification approval

XIV **SYARAT-SYARAT DAN KEISTIMEWAAN**  
*CONDITIONS AND PRIVILEGES*

1 **Peraturan-peraturan Penerbangan Awam 2016, Peraturan 35(7) menghendaki pemegang lesen menandatangani lesen ini. Lesen ini adalah tidak sah melainkan pemegangnya menandatangani namanya dengan dakwat dalam tandatangannya yang biasa**  
*Civil Aviation Regulations 2016, Regulation 35(7) requires the licence holder to sign this licence. This licence shall not be valid unless it bears the ordinary signature of the holder in ink.*

2 Lesen ini kekal sah sehingga tarikh yang ditetapkan kecuali telah digantung atau dibatalkan  
*The licence remains valid until the date specified unless suspended or revoked.*

3 Pengendorsan mana-mana (sub) kategori pada perenggan XII SAHAJA, tanpa penarafan jenis kapal udara, TIDAK membolehkan pemegangnya mengeluarkan sijil pelepasan perkhidmatan bagi kapal udara.

*Endorsement of any (sub) categories at paragraph XII ONLY, without aircraft type rating, does NOT permit the holder to issue a certification of release to service for an aircraft.*

4 Keistimewaan lesen adalah seperti dalam Peraturan-peraturan Penerbangan Awam 2016 dan AN 1101.  
*The privileges of the licence are set out in the Civil Aviation Regulations 2016 and AN 1101.*

5 Penarafan jenis kapal udara yang senaraikan di perenggan XII adalah tertakluk kepada pengehadan yang dihuraikan dalam AN 1101  
*The limitation of aircraft type rating(s) as appended in paragraph XII and detailed in AN 1101.*

6 Lesen ini setelah diendors dengan penarafan jenis kapal udara memenuhi kehendak ICAO Aneks 1.  
*This licence when endorsed with an aircraft type rating meets the intent of ICAO Annex 1.*

# UNIVERSITI KUALA LUMPUR



*By virtue of the authority vested therein, the Senate hereby certifies that*

**Amira Binti Zakaria**

*(Born on 23 March 1984)*

*Having fulfilled all the requirements prescribed by the University  
is hereby conferred the*

## **Diploma in Aircraft Maintenance Technology (Avionics)**

*together with all the honours, rights and privileges pertaining thereto.*

*In witness whereof, the seal of the University and the signatures  
as authorized by the Council are hereunto affixed.*

*Dated at Kuala Lumpur  
13 August 2006*

President

Provost



531352020028-1312

Serial No: 0421



**SIRIM  
STS**

Standard+Training+Consultancy

# Certificate of Achievement

This is to certify that

**AMIRA BINTI ZAKARIA**

has successfully completed the

**ISO 9001:2015  
LEAD ASSESSOR COURSE**

held on

**18 - 22 JULY 2016**

**GRAND BLUEWAVE HOTEL SHAH ALAM**

Managing Director  
SIRIM STS Sdn. Bhd.

## CAA International Limited

Awards this Certificate to

**Amira Zakaria**

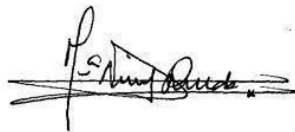
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for the successful completion of the

EASA Part M May 2016/MAvA

held on

[09-05-2016 – 11-05-2016]



**Maria Rueda**  
**Managing Director**





1265113-V

**Training Sdn. Bhd.**

## **CERTIFICATE OF ATTENDANCE**



This course certificate is issued to:

*Amira Binti Zakaria*

**840323-10-5256**

By:

**ZRST Training Sdn. Bhd.**

An organization approved in accordance with requirements of  
CAAM Part 147

Approved Reference Number: ATO/2018/02

By:

**Civil Aviation Authority of Malaysia**

This certificate confirms that the above named person  
has attended and completed the course stated below:

**CAAM Part 145**

On

**1st – 2nd August 2019**

CEO / AM  
ZRST Training Sdn. Bhd.  
We Deliver Solutions

Date: 2nd August 2019  
Certificate No: zrst/P145/135

