

FATIN NUR AISYAH BINTI KOMAR

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PROFESSIONAL SUMMARY

Sedulous and detail-oriented Occupational, Safety & Health Graduate with progressive experience in manufacturing, production, and document controller. Aspired to seek available position related to environment, safety, and health in your organization. Core competencies included valid CIDB Green Card and can work independently with minimal guidance. **Available to start working immediately.**

EDUCATION BACKGROUND

Bachelor of Occupational Safety & Health (Hons.) **2019 – 2023**

Universiti Kuala Lumpur, Institute of Medical Science Technology

CGPA: 3.72

Diploma of Environmental Health Science (Hons.) **2016 – 2019**

Universiti Kuala Lumpur, Institute of Medical Science Technology

CGPA: 3.62

WORK EXPERIENCES

Quality, Safety, Health, and Environment Trainee – Destini Oil Services Sdn. Bhd., Kuala Lumpur (March – August 2023)

- Conduct safety induction and toolbox meeting on site.
- Responsible in 1000+ data entry for drilling spare part equipment.
- Participated in fire extinguisher inspection and monthly first aid inspection.
- Joined in HSE Committee Meeting every quarter and Tubular Running Services Training.
- Document controller in Quality, Safety and Health department using Microsoft SharePoint.
- Liaise with regulatory authorities and external stakeholders to maintain a strong HSE network.
- Prepared documents for Quality, Safety and Health department for API Q2 Audit and MSOSH Audit.
- Develop and implement HSE policies, procedures, and guidelines in accordance with local regulations and industry best practices.
- Conduct risk assessments and inspections to identify potential hazards and recommend corrective actions.
- Monitor and evaluate the effectiveness of safety programs and initiatives.
- Coordinate and conduct HSE training programs for employees to promote a safety-conscious culture.
- Investigate incidents, accidents, and near-misses, and provide recommendations to prevent future occurrences.
- Ensure compliance with all relevant environmental regulations and manage environmental aspects of the organization.

Production Operator – May Quality Industry Sdn. Bhd., Johor (July – October 2022)

- Operate during the production process with increased output every day.
- Managed to screw 190 sockets every hour and meet target to produce 1500+ product every day.
- Lead accurate testing and inspection for issues and responsible to repairs through suitable procedures.
- Collaborated with team members and supervisors to meet daily production targets and resolve operational issues promptly.
- Operated and monitored stamping and punching machine to ensure smooth production processes and adherence to quality standards.

Production Operator – VS Electronics Sdn. Bhd., Johor (May – Oct 2019)

- Inserted and completed the PCB with electronics part manually.
- Inspected units for defects and repairs through suitable procedures.
- Assist lead supervisor with special projects and train new hires.
- Participated in routine equipment maintenance, including cleaning, lubrication, and minor adjustments.
- Recorded and maintained accurate production data, including quantities produced, downtime, and deviations.
- Conducted regular visual inspections and employed measurement tools to verify product quality and compliance with specifications.

Safety, Health and Environment Trainee – Celestica Electronics (M) Sdn. Bhd., Johor (January – May 2019)

- Identify and register 100+ chemicals based on Safety Data Sheet.
- Investigated and report an accident using the JKPP form and submit it to DOSH.
- Managed and monitored the scheduled waste management from production twice a week.
- Provided safety briefing for new contractors and new employees three times a week.
- Conducted a noise monitoring using Sound Level Meter and recommend action plan.
- Participated and prepared a document for ISO 14001 audit, Factories and Machinery Act 1967 and HIRARC training.
- Assisted in conducting safety inspections, identifying potential hazards, and recommending corrective actions to mitigate risks.
- Supported the coordination of safety training sessions, helping to raise awareness and improve safety consciousness among employees.
- Assisted in monitoring and ensuring compliance with local and federal regulations related to health, safety, and the environment.
- Collaborated with cross-functional teams to analyze incidents, perform root cause analysis, and develop strategies for prevention.
- Contributed to the design and execution of emergency response drills, enhancing the organization's preparedness for various scenarios.
- Supported the documentation and reporting of quality, safety, health, and environment-related data for internal and regulatory purposes.

Sales Assistant Cat 99 Sdn. Bhd., Johor**(January – March 2022)**

- Greeted customers with a friendly and helpful attitude.
- Answered any questions regarding inventory, sales, and promotions.
- Assisted customers in selecting and purchasing products, providing product information, recommendations, and addressing inquiries.
- Processed transactions accurately and efficiently using POS systems, handling cash, credit cards, and electronic payments.
- Managed inventory levels by conducting regular stock checks and restocking shelves to prevent out-of-stock situations.

Sales Assistant – Parkson Store, Kajang**(February – April 2020)**

- Provided high class customer service to increase company's growth.
- Supported sales events and promotions by organizing displays, creating signage, and assisting in marketing activities.
- Handled customer complaints and concerns professionally, finding suitable solutions to ensure customer satisfaction and loyalty.
- Maintained a clean and organized store environment, ensuring shelves were well-stocked, and the store was always presentable.
- Effectively managed and maintained the store's visual merchandising displays to enhance the shopping experience and promote sales.

Sales Assistant – Apple Laundry Sdn. Bhd., Johor**(December 2015 - June 2016)**

- Maintained positive customer relationship.
- Provided excellent services to the customer at all times.
- Assisted in training new sales team members, sharing product knowledge and customer service best practices.
- Collaborated with the sales team to achieve monthly and quarterly sales targets, contributing to 80% increase in overall sales revenue.

EXTRACURRICULAR ACTIVITIES

- Futsal player representing UniKL MESTECH in UniKL Student Sports Carnival (USSC 2017).
- Event Committee of Education Program on Helminths Infection among Primary School Student in Al-Amin private school at Bangi.
- Event Committee of Food Safety Education and Exhibition 2017 with Kajang Municipal Council (MPKJ Kajang).
- Event Committee of Program Pendidikan Pengundi Dalam Urusan Pilihan Raya with UniKL organized by Suruhanjaya Pilihan Raya (SPR).
- Participant of Preparing Youth of Future program organized by Universiti Kebangsaan Malaysia (UKM).
- Participant of MASKUM Volunteer Empowerment e-Training program organized by Yayasan Sukarelawan Siswa.
- Participant of HFEM Student Chapter ERGOCAMP 1st held at International Islamic University Malaysia (IIUM) Gombak.
- Participant of 1 Hour Talk Session- Practical Office Ergonomics organized by Universiti Malaysia Perlis (UniMAP).

LICENSES & CERTIFICATES

- Valid CIDB Green card License by Construction Industry Development Board (CIDB).
- Attended Safety, Health Officer course in 22 days for Green Book License by Skill Solutions Sdn. Bhd.
- TNB Tenaga Safety Passport certificate by National Institute of Occupational Safety and Health (NIOSH).
- Tubular Running Services (Technical for non- technical) Training by Destini Oil Services Sdn. Bhd.
- Preparation of Chemical Register Training by SH Safety Consultancy Sdn. Bhd.
- Basic Occupational First Aid, CPR & AED Training certificated organized by Universiti Kuala Lumpur.
- Systemic Occupational Health Enhancement Level Programme (SOHELP) Training by Human Factors and Ergonomics Society Malaysia (HFEM).
- Hazard Identification, Risk Assessment and Risk Control (HIRARC) Training by SHENVIROHALL Sdn. Bhd.

STRENGTHS

- Meticulous attention to details.
- Self-motivated and enthusiastic learner.
- Excellent communication and interpersonal skills.
- Strong analytical, problem-solving, and decision-making skills.

LEADERSHIP SKILLS

- President of Mestech Youth Leadership and Development (MYLEAD) Secretariat Club.
- Treasurer of Residential College Committee (RCC).
- Program Director of Virtual Career Festival: “Keep Your Eyes on Me” program.
- Program Director of Resume Workshop: “Make It Easy, Ok!” program.
- Program Director for Career Talk: “Head Up, Speak Up” program.
- Co-Program Director for OSH Promotion Day 2022.
- Co-Program Director for Symposium Final Year Project 2022.
- Facilitator of ‘Week of Welcoming’ UniKL Mestech for Diploma and Bachelor students.

LANGUAGES

- Malay - Native Proficiency
- English - Full Professional Proficiency

REFERENCES

Nur Awanis Binti Khairan
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