



HANIE MUNIRA

In the dynamic world of Quality Management, I am a results-oriented Senior Engineer specializing in the holistic integration of quality, environmental, and safety protocols. With a forward-thinking approach, I led organizations towards a culture of excellence and compliance. As a poised and accomplished professional, I am excited about the opportunity to apply my skills at your distinguished organization driving unparalleled quality and customer satisfaction.

PERSONAL INFORMATION

Name : Hanie Munira Binti Mohd Zaid
D.O.B : 25nd January 1986
Age : 38 Years Old
Phone : +6018 – 248 2726
Address : 30 Jalan MR2/5 M Residency 2
48020 Rawang Selangor.
Email : haniemunira@gmail.com

LANGUAGES

Malay | English

SOFTWARE SKILLS

Microsoft Office | Microsoft Project
MiniTab | AutoCAD

CERTIFICATES & ACTIVITIES

1. Certified Internal Auditors (IATF 16949, ISO 9001, VDA 6.3, ISO14001)
2. FMEA VDA-Aiag Moderator Training
3. Schedule Waste Management Training
4. SGS Lean Manufacturing training
5. 5 Core Quality tools training
6. HIRARC Risk based Thinking Analysis Training
7. VDA 6.3:2023 Process Audit Training

REFERENCES

MATHEW LOUIS

Position: Global QA Manager
Relationship: QA Mentor
Email: matthew@frenckengroup.com
Contact no: +6012 - 315 1215

CC LOO

Position: HR Manager
Relationship: Former office colleague
Email: cc.loo@gmail.com
Contact no: +6016 - 625 5684



WORK EXPERIENCE

QEHS SENIOR ENGINEER (DEPARTMENT LEAD) | July 2019 - Current
JUKEN TECHNOLOGY ENGINEERING SDN BHD

- Manage, coordinate and maintain the company's quality management and EHS systems and certifications. Including liaising with the external certification body on and during surveillance and renewal audits.
- Plan, lead and conduct internal audits in line with the requirements of the company's integrated quality, environmental and occupational health and safety management framework to achieve consistency of approach across the organization.
- Conduct induction and awareness training/program on EHS and Quality management systems to keep the staff updated, aware and informed.
- Identify, manage and ensure continuous improvements in the Quality management and EHS systems in compliance with business objectives, business excellence standards and requirements of the external certification body.
- To champion and liaise with respective personnel on the investigation of root cause(s) of non-conformance and procedural failures.
- Ensure that corrective actions are in place and implemented for all non-conformances detected during audits and daily work processes.
- Review and approve required specifications and revisions in documentation prior to releasing for production or to customers.
- To lead and coordinate any external Audits by Customers, Legal & Certification bodies.
- Analyze, monitor and report of KPI performance together with all HOD on a monthly basis.

QAQC ENGINEER | 2015 - 2019

JUKEN TECHNOLOGY ENGINEERING SDN BHD

- To perform and coordinate inspections and ensure that products are manufactured within the correct specifications and tolerance of the customer.
- Prepare, document and detail the test plan for quality control according to the respective requirements.
- Write and respond to customer returns and manage Supplier corrective action report.
- Coordinate and liaise with respective personnel on the investigation of the root cause(s) of any internal product non-conformance or customer claims.
- Closely monitor sign off activities, associated Project Engineering Team, and report any shortcomings to QA Head.
- Monitor the entire production cycle and perform regular tests to identify potential malfunctions as early as possible.

FINANCE ASSISTANT | 2010 -2012

SIGNFORCE SDN BHD

- Assisting with the processing, recording, and reconciliation of financial transactions such as invoices, expenses, and payments.
- Ensuring accurate and up-to-date financial records by organizing and filing documents, updating databases, and managing electronic files.
- Supporting the budget preparation process by gathering data, inputting information into budget templates, and assisting in budget reviews.
- Processing invoices, coding expenses, managing vendor payments, and monitoring accounts receivable to ensure timely collections.
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- Assisting with internal and external audit processes by providing documentation,



EDUCATIONAL BACKGROUND

Bachelor of Engineering Technology (Hons) in Management (Institute of Product Design & Manufacturing) | 2008 - 2013
University Kuala Lumpur (UniKL)

Diploma in Business Management | 2005 - 2008
Mara Professional College

Sijil Pelajaran Malaysia (SPM) | 2000 - 2003
SMK Bukit Sentosa Rawang