

CURRICULUM VITAE



SITI HAJAR NURSYAFIQAH BINTI ZULKFLI

Bandar Hillpark Puncak Alam, 42300 Puncak Alam, Selangor, Malaysia

ajaafiqah10@gmail.com / <http://linkedin.com/in/hajar-zulkfli>

+60125532523

Personal Information:

Date of Birth	: 29 th October 1998	Sex	: Female
Age	: 25 years old	Marital Status	: Single
Weight	: 53 kg	Nationality	: Malaysia
Height	: 157 cm	Religion	: Islam

Education Background:

2019 - 2023 Bachelor of Occupational Safety & Health (*Honours*)
Institute of Medical Science Technology Universiti Kuala Lumpur
(UNIKL MESTECH)
Current CGPA: 3.83

2016 – 2019 Diploma in Environmental Health Science
Institute of Medical Science Technology Universiti Kuala Lumpur
(UNIKL MESTECH)
CGPA: 2.98

2014 - 2015 Malaysian Certificate of Education (SPM)
Sekolah Menengah Kebangsaan Bukit Bunga
SPM: 3A 5C

Skills & Knowledge:

Language : Malay (Native), English (Fluent)

Computer : Microsoft Office, Microsoft PowerPoint, Microsoft Excel, SPSS

Professional Certificate / Certificate :

- Green Card (CIDB Malaysia)
- Basic Occupational First Aid (BOFA) & AED Training
- Hazard Identification Risk Assessment Risk Control (HIRARC) Training
- Systemic Occupational Health Enhancement Level Programme (SOHELP) Training
- Safety and Health Officer Certificate Course

Work Experience:

Mac – Aug 2023

Safety Health and Environment Trainee – Panasonic Industrial Devices Malaysia, Selangor

- Conducting Safety Gemba (Safety Walk)
- Getting the opportunity to join SIRIM Audit for ISO 45001 and ISO 14001
- Take part in PID Standard Summary visit from Japan HQ. The purpose of the visit is to analyze the safety at PIDMY and to give suggestions for improving the safety of the workers in PIDMY. Among the suggested safety recommendations is to use 3-3 patrols to observe the state of the equipment and the work environment.
- Participated in DOSH audit for machine inspection.
- Conducted the safety campaign. Focusing on obstacles monitoring and staircase monitoring
- Routine task – conducting the safety briefing to all new staff to expose them to the hazard in PIDMY, how to control the hazard and the correct way to use PPE.

Sept 2019 - Jan 2020

Retail Sales workers – Part-time, Parkson Kajang, Selangor

- Sales expertise, customer service orientation, courtesy, self-motivation, and teamwork

May - Aug 2019

Clinic Assistant – Part-time, Alam Medic Clinic Puchong, Selangor

- Conduct wound dressings and carry out full blood count (FBC)
- Clean and sterilize instruments and dispose of contaminated supplies
- Prepare and administer medications as directed by a physician
- Record patients' medical history, vital statistics, or information such as test results in medical records.

Jan – May 2019

Environmental Health Trainee – Department of Environmental, MBSJ Selangor

- Attend a visit to the Biomass Center to study how compost is generated
- Take part in outreach efforts to teach communities how to use compost bins
- Attending the meeting with the important persons and bodies engaged with the project while visiting the site of illegal dumping and open burning near Subang Jaya
- Running the recycling campaign, which includes spreading awareness of recycling and composting and encouraging school participation in the recycling competition
- Green Guardian – interacting with the community by taking part in initiatives that promote environmental awareness
- Engaging with *Cenviro* – assimilating recycling awareness knowledge for the students
- Low Carbon Township visit to Sunway City – a framework that encourages a city that compromises sustainable green technology practices society
- A visit of the student from Jayabaya University, Indonesia, to the Biogas Center at USJ 7 – learn the function of the Anaerobic Digester, which converts food waste to gases

Dec 2015 – May 2016

Customer Service Staff – Part-time, McDonald Damansara Damai, Selangor

- Front-end cashier/cash handling. Never recorded cash register shortage
- Delivered prompt, friendly customer service
- Assisted with maintaining cleanliness in line with company standards

Research Activities:

Final Year Course Project: Investigation of Butterfly Pea (*Clitoria Ternatea*) Petals Aqueous Extract as an Antiseptic In Handwash

Universiti Kuala Lumpur Institute of Medical Science Technology Laboratory: June (2018)

- The objective of the research was to compare the effectiveness of antimicrobial activity of *Clitoria Ternatea* sp. aqueous extract standard commercial handwash.
- Making the culture and lawn the culture
- Using excel to analyze data

Final Year Course Project: The Association of Ergonomic Risk Assessment and Workstation Designs among Office Workers in the Government Sector

Universiti Kuala Lumpur Institute of Medical Science Technology: Jan (2022)

- Excel in Ergonomic Risk Assessment based on *Guidelines Ergonomic Risk Assessment at Workplace 2017*
- Conducting site visits to the workplace and accessing the employee (*communication skills*)
- Using SPSS to analyze the data.

Non-Academic Involvements:

Participant of ErgoCamp

International Islamic University Malaysia, IIUM

October 2022

Participant in OSH for Young Generation

Institute of Medical Science Technology Universiti Kuala Lumpur , UNIKL MESTECH

October 2022

Participant in Human Factor and Ergonomics Seminar 2022

Auditorium Rashdan Baba, TNCPI, UPM

September 2022

Secretary of Welcoming Orientation Week (WOW)

Institute of Medical Science Technology Universiti Kuala Lumpur , UNIKL MESTECH

January 2021

Facilitator of Welcoming Orientation Week (WOW)

Institute of Medical Science Technology Universiti Kuala Lumpur , UNIKL MESTECH

September 2020

Participant of Trainee of Trainer (ToT)

Malaysian Institute of Industrial Technology Kuala Lumpur , UNIKL MITEC

September 2020

President of Residential College Committee

Institute of Medical Science Technology Universiti Kuala Lumpur , UNIKL MESTECH

January 2020

Chess Player (Sport Carnival)

Institute of Medical Science Technology Universiti Kuala Lumpur , UNIKL MESTECH


November 2016

References:

Ts. Ilyas Syafiq Darul Ridzuan


Universiti Kuala Lumpur , UNIKL MESTECH

 ilyassyafiq@unikl.edu.my

 +6019-3006497

Dr Azma bin Amin

Universiti Kuala Lumpur , UNIKL MESTECH

 nurazma@unikl.edu.my