

FATIN NUR AQILAH BINTI SHAARI

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Summary

I am a fresh graduate looking for a job in project management, procurement, management, human resource or any equivalent with my qualification simultaneously to expand my learning, knowledge and skills.

Educational Background

- **Degree in Project Management, 2018–2022, University Malaysia Pahang, Gambang, Pahang.**
- **Accounting Stream, 2017–2018, Perlis Matriculation College.**

Working Experience

Protege PT Dirgantara Indonesia (Aerospace company)

Executive Project Management, March 2023-Present

- Participating in professional development courses on soft skills such as communication, leadership, entrepreneurship and more with the aim of enhancing the value brought to the workplace.
- Effectively obtained multiple government tenders value at millions of Ringgit Malaysia by utilizing the e-perolehan system.
- Nurtured enduring client relationship by delivering exceptional customer services and providing prompt updates on tender progress.
- Demonstrated meticulously adherence to government procurement policies and procedures to ensure compliance.
- Conducted comprehensive market research to identify prospective suppliers and conducted competitor pricing analysis to inform strategic decision-making.
- Offered proficient guidance and support to colleagues on the usage of the e-perolehan system and tender application procedures.

MHM Capital Ventures (Humanitarian company)

Technical department (Industrial Training), March–August 2022

- Assisted the supervisor in the collection of data and the preparation of materials for meeting with the management and staff.
- Participated meeting with the representative of ADUN Semerak and prepared a report for team reference.
- Assisted staff to estimate and calculate budget for the project renovation office which amounts to approximately RM 50 000.

- Completed duties assigned by managers from various divisions such as prepared job advertisement poster and calling candidates for interview session.

Activities and Involvement

- Soft skills training certified from PT Dirgantara Indonesia (2023)
- Participation in amazing mandarin conversation class organized by Kunkwan (2023)
- Involved with ‘Programme Masyarakatku’, and project upgrading the infrastructure of mosques and tahfiz schools during internship, (2022)
- Member of project Management Institute (PMI), 2022
- Green Card CIDB holder since 2021
- Level 1 Triz Practitioner (MYTRIZ)
- Volunteer University Malaysia Pahang (UMP) campus pantry ,2019-2020
- Volunteer carnival STEM national level at UMP, 2019
- Vice treasurer project for the subject Project Management (We fund, We Save Animals)
- Vice secretary of Club Fitness for project hiking Bukit Panorama,2019
- Silver medal for Inter-faculty Petanque Tournament 2019
- Committee Members tayangan amal 2.0,3.0, and 4.0 ,2019
- Member of Kelab Penyayang UMP, 2019.

Skills

Soft skills Time management, Teamwork, Organizational, Adaptability,
IT Proficiency Microsoft Office Application, Zoom, Canva, CapCut, Microsoft Project (intermediate)
Language Proficiency Bahasa Malaysia (excellent), English(intermediate)

Additional Information

- **Driving License** D
- **CIDB Card holder** Yes
- **Possess Own Transport** Yes

Reference

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