

NUR ATIRA NAJIHAH BINTI ANUAR
Bachelor of Aircraft Engineering Technology Hons. in Avionics
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A fresh graduate whose background in Avionics, aspire to seek for a full-time position related to engineering industry in order to build more skills and experience. Added with great personality and professionalism in work.

EXPERIENCE

MAGICELL SDN BHD

Industrial Training under DIGI Department (Feb 2022 – July 2022)

- Prepared report of Antenna Swap project about before and after the process via Microsoft E
- Conducted a survey of a surveyed site by filling required details on a system called SDE Mobile
- Proposed to replace any fault equipment with new one by checking pictures provided onsite

Work under Microwave Department (1st August 2022 – 31st August 2022)

- Assist in applying Permit to Work (PTW) document for Microwave (MW) Installation
- Apply Change Request (CRQ) number for MW and DIGI department
- Able to identify equipment related to telecommunication technology

EDUCATION

Universiti Kuala Lumpur Malaysian Institute Aviation Technology (MIAT), Dengkil, Malaysia (July 2018 – Present)

Bachelor of Aircraft Engineering Technology Hons. in Avionics

Foundation in Science and Technology, UniKL NAFAS, Kota Damansara (May 2017-May 2018)

Foundation in Science and Technology (Engineering), UniKL NAFAS, Kota Damansara

Maktab Rendah Sains Mara (MRSM) Kuantan (Feb 2012- Nov 2016)

Sijil Pelajaran Malaysia (SPM)

EXTRA CURRICULAR ACTIVITIES

- Treasurer of MIAT Music Club (MMC) (July 2019 - Jan 2021)
 - Prepared budget for all event conducted by MMC Club on each semester
 - Estimate and guide on the expenses flow to avoid over-limit occur during event preparation
 - Deal with each high committee on their planning

- Committee of UniKL IDOL (2019)
 - Design template for name tag, invitation card and event decorations using Adobe Photoshop and Canva application
 - Cope with all committee involved on event planning and preparation
 - Update event flow on Instagram owned by MMC
- Committee of UniKL RUN; Aviation Color Run (2019)
 - Design template for invitation card
 - Cope with other committee in preparation and decorating the event venue
- Secretary of Music Trip (2018 and 2019)
 - Prepared all documents including official letter of visit, list participant and more
 - Assist treasurer in contacting person in charge for food and beverages
 - Assist high committee on event planning and preparation
- Volunteer for CSR Kampung Desa Putra (2018)
 - Volunteered in helping and cleaning resident houses, surau and main hall

SKILLS

- Software : Microsoft Office, Adobe Photoshop, Arduino, C++ programming, AutoCAD
- Soft skills : Time management, Ability to work independently, Teamwork, Communication
- Language : Bahasa Melayu, English