



UMI FATHRI BINTI MOHD. RETHUAN

PROFESSIONAL EXPERIENCE

Experienced in supply chain work for 1 year in aerospace industry and administration work for 2 years. My educational background is vary from my work experience which I studied in construction industry. Nevertheless, this is what makes me get experience from different job scope and industry which I believed able to learn new things and work well in new environment.

WORK EXPERIENCE

G7 Global Aerospace Sdn Bhd | Purchasing Executive

October 2022 - November 2023

- Assist Purchasing Manager sourcing required goods.
- Generate purchase order as quoted by supplier and update tracking of the goods to HRC.
- Directly involve with LPM12Y Project for F/A-18D Depot Level Maintenance. (M45-01 and M45-07).
- Dealing and purchasing POL, consumbles, chemicals and spares with Boeing, Intrepid Coatings, Speed Aerospace, Skybase Spares, Camar, Lavasia and many more.

Serba Dinamik Group Berhad | Junior Executive Technical Support

December 2019 - October 2022

- Supervising administrative staff and dividing responsibilities to ensure performance.
- Create and update records and databases with personnel, financial and other data.
- Filings all the documentations.

INTERNSHIP

Kbuilders Training & Consulting | Trainee

January 2018 - March 2018 (Semester Break)

- Site supervising to inspect the building defects and facilities maintenance.
- Assisting in preparing office documents.
- Learn more about project dilapidation works and facilities maintenance.

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Cyberjaya, Selangor

SKILLS

- Microsoft Word
- Microsoft Powerpoint
- Microsoft Excel
- Microsoft Project
- Canva
- Prezi
- SQL

LANGUAGES

Malay
Advanced

English
Intermediate

INTERNSHIP

Kbuilders Training & Consulting | Trainee

June 2017 - August 2017 (Semester Break)

- Site supervising to inspect the building defects and facilities maintenance.
- Assisting in preparing office documents.
- Learn more about project dilapidation works and facilities maintenance.

Mohafizna Resources Sdn Bhd | Trainee

May 2015 - October 2015

- Site supervising to monitor the progress of the sitework.
- Assisting in preparing the tender documents.
- Assisting in preparing office documents.

EDUCATION

University Technology Mara (UiTM, Shah Alam)

October 2022 - Present

Master of Science in Facilities Management

University Technology Mara (UiTM, Shah Alam)

September 2016 - July 2018

Bachelor's Degree in Building Surveying | CGPA: 2.82

University Technology Mara (UiTM, Kota Samarahan)

June 2013 - April 2016

Diploma In Building | CGPA: 3.03

COURSES

Program Pengurusan Projek Konservasi Bangunan Warisan Siri 1

February 2018

- This program was organized by Kbuilders Training & Consulting and was endorsed by CIDB, LAM and RISM.
- It was about a documentation and conservation report of heritage buildings.

COURSES

Leading the Digital Transformation in Project Management

October 2023

- This program was organized by UiTM and hosted by MBSA.
- It was about the how to lead and use Building Information Modeling (BIM) and Artificial Intelligence (AI) in the new era of the industry.

5th JKR BIM Day 2023

October 2023

- This program was organized by JKR.
- It was about the use of Building Information Modelling (BIM) in construction industry and highlighted the importance of using BIM.

REFERENCES

Nasron Bin Tambi

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Jerry Bin Sirat

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