

HAZIRAH BINTI AZMAN



Kangkar Pulai, Johor, MY • (+6017) 7828441 • hazirahazman94@gmail.com • linkedin.com/hazirahazman

EXPERIENCE

- 2022- 2023 **BERKELEY WORLDWIDE POWERTRAIN.** Gelang Patah, Johor
Sales and Marketing Executive (Contract Nov 2022-Jan 2023)
- Provided daily work order for production lines and liaised with line leader (PIC) to ensure that day-to-day production runs effectively
 - Prepare weekly report on consumable items and work order completed on excel sheets.
 - Prepare summary for import and export container on excel sheets for warehouse/ SCM department
 - Monitored warranty claim report on company portal and prepared warranty claim report daily for engineering team.
 - Conducted warranty claim report on every Thursday to identify the root cause of the problem to give the solution to customer.
- 2020- 2022 **VIKING LIFE SAVING EQUIPMENT SDN BHD** Port of Tanjung Pelepas, Gelang Patah, Johor
Service Planner (Mar 2020 –Nov 2022)
- Assisting country manager with the financial progress and performance reporting and management of works program.
 - Monitor key performance indicators, publish performance results, perform root cause analysis, implement action plans, and strive for continuous improvement Initiates and tracks progress of work using work management systems.
 - Build close working relationships with field technicians, supervisors and managers to maintain and improve dispatch performance and efficiency Manage and optimize the Make to Stock, Make to Order processes, and Planning work instructions, and data standards.
 - Provided excellent customer service and achieved a high rate of client satisfaction and retention. Provide Quotation, PO & Invoices to customers.
 - Work closely with SCM and logistic team to ensure that product is delivered to customer right on time. Liaise directly with warehouse team to monitor goods movement and non-moving items and to present the findings with Country manager every end of the month.
 - Accurately verified information and updated information databases as necessary Implemented effective marketing techniques and strategies.
 - Helped to achieve increases in sale.
 - Proposed innovative solutions to combat issues with existing legislation, aiding development of improvement strategies.
 - Built and maintained relationships with local authorities to understand impact of policies.
 - Facilitated communication between government agencies, locals, and organizations.
 - Estimated materials and labour costs for routine work and special projects assigned to the team.
 - Developed and implemented forward-thinking maintenance policies to keep all equipment operating at the peak level.
 - Supported budget preparation and adherence by negotiating purchase prices and monitoring departmental expenditures.
 - Compiled detailed daily operational logs highlighting the team's time and production records, inventory data and quality assurance results.
 - Continuously monitored work areas and inspected equipment, protecting the employees by quickly correcting unsafe conditions.
 - Coordinated work activities between the managers, engineering team and quality control to meet the strictest performance standards.
 - Used good organizational skills to manage workload.
 - Used good judgment to help solve problems.
 - Worked well with different people to address challenges and solve problems collaboratively.

- Followed established guidelines and procedures for maximum regulatory compliance.
- Reviewed incoming orders for mistakes to maintain accurate inventory levels.

2019-2019 **CELESTICA ELECTRONICS SDN BHD** Senai, Johor
Internship (July 2019-Dec 2019)

- Compiled detailed daily operational logs highlighting the team's time and production records, inventory data and quality assurance results.
- Continuously monitored work areas and inspected equipment, protecting the employees by quickly correcting unsafe conditions.
- Coordinated work activities between the managers, engineering team and quality.
- Control to meet the strictest performance standards.
- Used good organizational skills to manage workload.
- Used good judgment to help solve problems.
- Worked well with different people to address challenges and solve problems collaboratively.
- Followed established guidelines and procedures for maximum regulatory compliance.
- Reviewed incoming orders for mistakes to maintain accurate inventory levels.

EDUCATION

2023-Present **UNIVERSITI TUN HUSSIEN ONN MALAYSIA** BATU PAHAT, JOHOR
Master of Engineering; Major in Electrics and Electronics

- Research: Research on The Effectiveness of Solar Powered Arduino Battery Charger.

2013-2019 **UNIVERSITI KUALA LUMPUR, MALAYSIAN INSTITUTE OF AVIATION** SEPANG, SELANGOR
TECHNOLOGY

Bachelor of Aircraft Engineering Technology, Major in Avionics

- FYP: Mock up of Solar Powered Arduino Battery Charger.

Skills & Proficiency

Planning: Able to plan the tasks and execute the plan effectively.

Verbal communication: Able to communicate and write in Malay and English.

Task Prioritization: Able to identify and differentiate which task that needed to be prioritize.

Customer relation: Able to communicate with customer effectively and ensure customer satisfaction.

Creative Thinking: Able to solve problem efficiently.

Teamwork: Great team player and can work with co worker to finish tasks.

Coordination: Able to coordinate tasks given by management and distribute them with team member.

Analytical thinking: Able to use logical and using problem analysis method in solving problem.

OTHER

- Languages: Bahasa Malaysia (native), English (fluent)
- Technical Skills: Arduino, MATLAB, Excel, Microsoft Office, Adobe Photoshop, Auto Cad
- Certifications: Lean Basic (Dec 2019), The Great Gender Debate (2016).
- Volunteering: Volunteered at House for Orphanage at Banting, Selangor (2015).