

# NOR IRWANDI BIN ISMAIL

A Puchong, Selangor

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IC No : 771215-10-5893  
Age and Gender : 46 / Male  
Nationality : Malaysian  
Marital Status : Married  
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47100 Puchong Selangor.

## WORK EXPERIENCE

- HRD AeroSystems Sdn Bhd, Nilai (2023-present)**  
Carried out Overhaul, Repair, Testing, and Inspection on AW139, AW189, AW109 Flootation system and Life Raft in accordance to OEM CMM (Component Maintenance Manual)
- Galaxy Aerospace, Subang (2020-2022)**  
Driver and logistic officer delivering staff, equipment and spare parts around Klang Valley and Lumut, Perak In between logistic jobs, I also learned and helped the MRO team with some of the labor parts of the job.
- Kobewell Gas Sdn Bhd, Puchong (2016 to 2020)**  
Main job is to supply and deliver the welding gas tank to factories and site constructions within klang valley and southern region.
- KLIA Limousine Taxi, Intermark Hotel, Kuala Lumpur (2010 to 2015)**  
Main job was to ferry hotel guests and passengers to commute from Intermark hotel to KLIA and vice versa.
- Direct Field Sdn Bhd, Puchong (2007 to 2010)**  
I was a Logistic Officer to a company doing a sub-con job for maxis Telecommunication. We are doing the drilling operation to install and connect the underground piping for maxis network and telecommunication cables. My main job was to manage the logistic and transportation part of the operations by ensuring the workers are ready and machines are fully operational operate at the targeted sites and monitoring them to complete the point of drill within the specified time frame.

6. **Commercial Marketing Distributor Sdn Bhd**, Petaling Jaya (2005 to 2007)  
I was part of the Sale Distribution team for British America Tobacco (BAT) Sdn bhd. My job was to manage the logistics and distribution of BAT tobacco products from the main office to the whole of Klang Valley area and collecting the payment from the vendors and local distributors. I also had to ensure the stocks are in good order and the sales proceeds tally with deliveries made at all time.
7. **Arab Malaysia Development Bank**, Jalan Lumut Branch (2003 to 2005)  
I was working as the General Clerk cum dispatch officer for a bank that was doing an investment, financing and funding for manufacturing, engineering, properties and trading industries. I was responsible for most of the office clerical jobs like managing filings, mailing, copying, binding and delivering the mails for the company.
8. **Pacific & Orient Insurance Bhd**, Kuala Lumpur (2000 to 2003)  
I was working as General Clerk for an insurance company. My responsibility was mostly to do clerical jobs like filing insurance claims, copying, binding, sorting and typing letters.
9. **Excel Shipping and Logistic Sdn Bhd**, Subang Jaya (1997 to 2000)  
I was working as the store keeper for a company that was doing the logistics, freight and forwarding for global import/export business. My job was to check, inspect and ensure goods are in good conditions and systematically in order for both incoming and outgoing cargo deliveries. I also managed some of the loading operation like operating the fork lift, Lift Truck and jet-ski machine to maintain the efficient storing process at the warehouse.
10. **Banseke Outdoor Pursuit Management Sdn Bhd**, Raub (1995 to 1996)  
I was the course Assistant Facilitator for a team building, corporate wargame team building management programs. I helped to make the course run smoothly and participants have a good memorable programs.

## EDUCATION

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### **Sijil Pelajaran Malaysia (SPM)**

Sekolah Menengah Seri Kampar, Perak [1994]

### **Sijil Rendah Pelajaran (SRP)**

Sekolah Menengah Seri Kampar , Perak [1992]

## PROFESSIONAL COURSES

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- Attended in house training on AW139, AW189, AW109 Floatation system and Life raft
- Attended a corporate war game teambuilding and management exercise organized by Banseke in 1995.Learned how to become a team player and a dedicated employee in a challenging environment.
- Attended English Conversation Course at Tutorial Institute in 1996. Learned to communicate in English in daily conversation.
- Attended Microsoft office applications training internally with AMDB in 2003.Learned to use office applications like word and excel.
- Attended "Take CHARGE " sales training course with Business Edge sales Training in 2007. Learned to become a successful sales person and equip myself with confidence in marketing.

## PERSONAL SKILLS

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### **Languages**

- Bahasa Melayu (spoken and written)
- English (spoken and written)

### **Computer Literacy**

Microsoft Words  
Microsoft Excel

### **Driving License**

Category – Class B, D, GDL E, PSV

I possess own transportation and willing to work overtime, travel outstation and go beyond the job description if required.

## REFERENCE

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### **Norizlan Ismail**

**AMBANK**

**012-6727919**

### **Sheikh Izzul Bin Sheikh Azmi**

**Maintenance Manager**

**HRD Aerosystem Sdn Bhd**

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