

# NUR SYAMIM SYUHADA BINTI AMDAN

No 31, Jalan Wawasan 1/1, Bandar Baru Ampang,  
68000 Selangor Darul Ehsan  
017-2604126



## PERSONAL PARTICULAR

**Age** : 27 years old  
**Race** : Malay  
**Marital Status**: Single  
**Email** : nursyamimsyuhada@gmail.com  
**Gender** : Female  
**Nationality** : Malaysian  
**Religion** : Islam  
**Contact. No** : 017-2604126

## OBJECTIVE

- To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.
- To gain more working experience in related fields.
- To apply to any position that will fit my qualification.

## EDUCATION BACKGROUND

- Jun 2017-Jun 2020 • **Bachelor in Aircraft Engineering (Hons) in Mechanical, Universiti of Kuala Lumpur (Unikl) Malaysian Institute of Aviation Technology**  
CGPA - 3.49
- July 2012 – July 2015 • **Diploma in Aircraft Maintenance Technology in Manufacturing, Universiti of Kuala Lumpur (Unikl) Malaysian Institute of Aviation Technology**  
CGPA - 3.78
- Jan 2010 – Dec 2011 • **Sekolah Menengah Teknik Sepang**  
SPM - 3A 1B 3C 3D

## RELEVANT EXPERIENCES

### Logistic and Store Executive (PROTÉGÉ)

Company: Galaxy Aerospace M Sdn Bhd  
May 2021 – Present

- Handling on create purchasing order and contact with suppliers through email for an update for the purchased items.
- Assisted on the receiving items acceptance on the system.
- Maintained records of purchases and availability of items on the system.

### Sales and Marketing Executive

Company: Omniaise Sdn Bhd  
April 2021 – May 2021

- Assisted in campaign and face to face fundraising for UNHCR at the local events such as street and shopping mall.
- Managed an awareness program with UNHCR at the local events.

### Customer Service Executive

Company: Startek  
Feb 2021 – March 2021

- Handling Live Chats for Zara Brand United Kingdom customers.
- Assisted customers chat with providing prompt, accurate and courteous responses to customers.

### Admin cum Human Resources

Company: Zebra Success Solution  
Feb 2020 – Jan 2021

- Developed filing and organizational practices.
- Managed company organizational structure, roles, responsibilities, and staffing levels.
- Handling process of documentation (EPF and SOCSO)

### Manufacturing Engineer (Internship)

Company: Spirit Aerosystems Malaysia Sdn Bhd  
Jan 2020 - Jun 2020

- Updating Part Illustration with production personnel on Upper Deck B737 Max doors
- Assist on assembles B737 MAX cargo doors using CATIA V5
- Assist on collecting data of tools productivity to manage cost reduction on tools.

### Aircraft Technician (Internship)

Company: Unit Udara Polis Diraja Malaysia  
Jun 2015 - Dec 2015

- Assisted Pre-flight check for Beechcraft's King Air 350i
- Assisted in changing Aircraft seat on Cessna 210
- Improve the communication and decision-making skills.

## SKILLS

### Basic Software

- Proficient in use of Microsoft Office (Word, Excel, Powerpoint)

### Engineering Software

- Practical experience in C++, CATIA V5R19

## LANGUAGES PROFICIENCIES

Bahasa Malaysia – Native Speaker

English – Intermediate

## REFERENCES

### Dr Nurhayati Binti Muhd Nur

Head of Research and Development  
University of Kuala Lumpur Malaysian Institute of Aviation Technology  
nurhayatimn@unikl.edu.my  
019-206 9116

### Puan Sharifah Nurbaety Binti Syed Abdullah

Founder of Zebra Success Solution  
baetys.kitchen@gmail.com  
+6013-9830133