



MAZLEEN ADHA

Rawang, Selangor | +60173032814 | adhamazleen@gmail.com

<https://www.linkedin.com/in/mazleen-adha-516304203/>

EDUCATION

Diploma in Mechanical Engineering

Universiti Tun Hussein Onn Malaysia, Johor
CGPA 3.7

Aug 2022 - Jan 2023

Malaysian Certificate of Education, Science Stream

SMK Raja Muda Musa

2013-2019

WORK EXPERIENCE

Intern Trainee at Production Department

Carrier International Sdn Bhd

Aug 2022 - Feb 2023

- Assist the engineering team in conducting design analysis and simulations for new air conditioning products.
- Collaborate with manufacturing engineers to optimize production processes and improve product quality.
- Participate in the assembly and testing of air conditioning units, ensuring they meet quality and performance standards.
- Support the quality control team by conducting inspections and tests on finished products to identify any defects or discrepancies.
- Contribute to process documentation, including work instructions, assembly guides, and testing procedures.
- Work with cross-functional teams to troubleshoot technical issues and propose solutions for continuous improvement.
- Assist in data collection, analysis, and reporting to support production efficiency and quality improvement initiatives.
- Learn to operate and maintain various equipment used in the manufacturing process.
- Participate in safety training and adhere to all safety guidelines to ensure a safe working environment.
- Attend team meetings, training sessions, and workshops to enhance your technical knowledge and skills.

- **Maintenance Documentation:** Responsible for collecting, organizing, and maintaining all maintenance-related documentation, including maintenance work orders, task cards, inspection reports, and logbook entries.
- **Airworthiness Directives (ADs) and Service Bulletins (SBs):** Track and record the compliance with mandatory ADs and recommended SBs issued by aviation authorities and manufacturers. This involves maintaining records of when these directives were implemented and verifying that the work was carried out correctly.
- **Modifications and Repairs:** Document any modifications, repairs, or upgrades that are performed on the aircraft. This includes recording details about the parts replaced, the technicians involved, and the dates of the work.
- **Component Tracking:** They maintain records of the life cycle of various components, including their installation, removal, and maintenance history. This information is crucial for tracking component life limits and planning for replacements.
- **Aircraft Logbooks:** Responsible for maintaining the digital and physical logbooks of the aircraft. These logbooks contain a chronological history of the aircraft's flights, maintenance, and other relevant events.
- **Regulatory Compliance:** Ensuring that all records are kept in compliance with aviation regulations and standards is a key responsibility. This includes organizing records for easy access during regulatory audits.
- **Data Integrity:** Maintaining accurate and complete records is essential for ensuring the airworthiness of the aircraft. Technical Records personnel must review and verify the information entered into the records for accuracy.
- **Data Analysis:** They may also be involved in analyzing maintenance data to identify trends, monitor component reliability, and support decision-making related to maintenance planning and scheduling.

ACHIEVEMENTS / PROJECTS

Final Year Project

2021 - 25 July 2022

- Fabricate a Kapok Machine that can assist SME to produce technologies that can reduce the risk of injury to employees during the process of seed separation from kapok.

Entrepreneurship Carnival

30 - 31 May 2022

- Participated in an entrepreneurship event to learn basic knowledges of business and entrepreneurship. The event helped me understand how to come up with ideas, create plans, and make businesses successful.

IMeca Innovation Carnival

25 July 2022 - 27 September 2022

- Received acknowledgment through the Silver Medal for the significant contribution.

ACHIEVEMENTS / PROJECTS

Youth Invention and Innovation Festival 2022

29 October 2022

- Recognized for conceptualizing and developing the Kapok Machine, a pioneering invention in mechanical engineering field.
- Demonstrated exceptional innovation and problem-solving skills in designing this groundbreaking technology.
- Received acknowledgment through the Silver Medal for the significant contribution.

Robinson 66 General Familiarization 2023

15-18 Aug 2023

- Participated in a comprehensive R66 general familiarization program, gaining valuable insights into the key aspects of the R66 helicopter. Through this experience, a solid understanding of the helicopter's components, systems, and operational characteristics have been achieved. This general familiarization equipped me with the foundational knowledge necessary to engage effectively with the R66 helicopter, enhancing proficiency and confidence in the aviation field.

SKILLS

IT Proficiency

Microsoft Office Application / Auto Cad / Solidworks / Auto Nest Application / Canva / Aeronet

Speaking Proficiency

Bahasa Malaysia (Excellent) / English (Intermediate) / Chinese (Intermediate)

Writing / Writing Proficiency

Bahasa Malaysia (Excellent) / English (Excellent) / Mandarin (Basic)

REFERENCES

PUAN NURMINA BINTI ABDULLAH

Lecture I Academic Advisor

University of Tun Hussein Onn

+60 11-6486 7291

ENCIK HAFIS BIN TOMIJAN

Production Engineer

Carrier International Sdn Bhd

+60 12-2422547