

NOURISYA NAZRIENA BINTI NOR RISAM (Occupational Safety & Health)

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Location: Kuala Terengganu (Willing to travel & relocate)

Availability: 1-month Notice (Negotiable)

Expected Salary: RM2,500.00 (Negotiable)



EDUCATION

Diploma in Occupational Safety and Health, SPM, SM Sains Sultan Mahmud (2019) – 9A

DRB-HICOM University of Automotive Malaysia (2023) – 1st Class
JPA Scholar | YPPB Scholar

PROFESSIONAL EXPERIENCE (3 YEARS)

1. Health and Safety Trainee – Safety Big Event Management PLT (Jun 2022 – Present)

- Developed legal register for compliance with OSHA1994, FMA1967, EQA1974 and other subsidiary legal requirements.
- Involved in monthly inspection for tahfiz schools in Janda Baik, Pahang.
- Prepare reports for inspection and training for further improvement towards current work practices.
- Participated in Third Party Audit on implementation of the Integrated Management System at the manufacturing company.
- Conducting risk assessment based on ISO45001:2018 and enforcing preventative measures.
- Review existing training materials and update according to latest legislation.

2. Student Representative Council – DRB-HICOM University of Automotive Malaysia (Jun 2020 – Jun 2022)

- Engage closely with top management in improving University's service for the welfare and benefits of students.
- Advocate disciplinary, appeals, and complaints procedures
- Communicate new ideas and concepts with top management in the best interest of students.
- Actively engage students within class and campus to enhance all students learning experiences and skills.
- Coordinate with office bearers of student societies

3. Sales Representative – Shaklee (Nov 2020 – May 2021)

- Serves customers by selling products and meeting customer needs.
- Resolves customer complaints by investigating problems and developing solutions, thus advising them the best product.
- Monitor sales monthly within a team and committed in attending training to improve performance.
- Adjusts marketing content of sales presentations by studying the target audiences and latest marketing techniques.

4. Infant Caregiver – KiddyFly Childcare Centre (Jan 2021 – Feb 2021)

- Ensure the health and safety of babies by completing tasks such as diaper change and feeding.
- Educating and entertaining the babies by reading to them, playing with them, and caring for them.

5. Store Keeper – Petron Batu Burok (Dec 2019 – Apr 2020)

- Managing the inventory levels and product displays in a mart.
- Inspect arrived stocks for damage or difference from invoice; report those to accounting for compensation and record keeping.
- Responsible for packing, pricing, labelling, and returning supplies.
- Ensuring that the store is kept clean and organized.

PROFESSIONAL CERTIFICATE / TRAINING / SKILLS

- **Language:** Malay | English | French
- **Software:** Microsoft Office (PowerPoint, Word, Excel, Team, Form) | Canva Pro | Google (Drive, Form, Spreadsheet Autocrat) | WhatsApp Business

- **Skills:** Industrial Hygiene | Hazard Identification and Risk Management | Accident and Incident Investigation | Process Safety and Loss Prevention | Fire Prevention and Protection System | Project Management | Report & Proposal Writing
- **Certs & Trainings:**
 - Bengkel Train The Trainer 'OSH in Tahfiz'
 - Bengkel Penyelia Keselamatan dan Kesihatan Pekerjaan (OSH-Coordinator)
 - Bengkel Keselamatan dan Kesihatan Pekerjaan 2021- Pengurusan Dokumentasi Mandatori KKP & Keperluan Lain dalam Industri

ACHIEVEMENTS

- **Scholar** of Dermasiswa Jabatan Perkhidmatan Awam, JPA
- **Scholar** of Yayasan Peneraju Pendidikan Bumiputera, YPPB
- **Vice President** of Student Representative Council 2021/22
- **Secretary** of Islamic Association 2020/21
- **Exco** Student Development and Leadership of Peer Counsellor 2020/21
- **President** of Malay Society
- **Secretary** of KAASPA
- Pertandingan Kuiz Ceramah Syawal 2022M/1443H, anjuran Student Representative Council (SRC) 2021/22 DRB-HICOM U – **Consolation**
- Pertandingan Jawibee Ihya' Ramadhan 2022M/1433H, anjuran Student Representative Council (SRC) 2021/22 DRB-HICOM U – **Consolation**
- Pertandingan Busana Tradisional (secara Atas Talian), anjuran Resident Committees (RC) 2021/22 DRB-HICOM U – **1st Place**
- Pertandingan Video Pendek (secara Atas Talian) anjuran Resident Committees (RC) 2021/22 DRB-HICOM U – **3rd Place**
- Top 5 Best LinkedIn Post of National Student's Leadership Conference (NaSLeC) - **Awarded** to participants who post the best caption regarding the discussion during the conference on LinkedIn - Organized by Higher Education Malaysia Association (HEYA)
- Ihya' Ramadhan Video Contest 2021- **Consolation Prize**
- Photo-Synthesis Contest 2021- **1st Place**
- Poetry Competition, organized by University Teknologi Petronas- **3rd Place**
- Anugerah Kecemerlangan Akademik 2020, SM Sains Sultan Mahmud- SPM 2019 **9A**
- SESMA 7's Rugby Tournament, Kompleks Sukan Gong Badak Terengganu – **3rd Place**
- NRDP 7's Rugby Tournament SMSS, SM Sains Selangor – **3rd Place**
- Anugerah Kecemerlangan Akademik 2018, SMK Sultan Sulaiman – PT3 2017 **9A**

VOLUNTEERISM / EXTRA-CURRICULAR ACTIVITIES

- Perkongsian bersama Alumni: Dunia Kerjaya dalam Industri Safety and Health (31st May 2022) **Moderator**
- Colour Run Event DRB-HICOM University (22nd May 2022) **Committee**
- Badminton Tournament DRB-HICOM University (21st May 2022) **Committee**
- Bowling Tournament DRB-HICOM University (20th May 2022) **Committee**
- Majlis Khatam Al-Quran dan Iftar Perdana DRB-HICOM University 2022 (20th April 2022) **Committee**
- Pertandingan Video Pencetus Ummah Ihya' Ramadhan 2022M/1433H (11th – 19th April 2022) **Committee**
- Jalinan Kasih bersama Maahad Tahfiz Al-Quran At-Taufiq, Pekan, Pahang (8th April 2022) **Committee**
- Pertandingan Video Alunan Zikir & Doa Ihya' Ramadhan 2022M/1433H (1st April – 5th April 2022) **Committee**
- Simposium Inspirasi Kerjaya Anak Muda, YCS 2022, Berjaya Times Square Hotel, Kuala Lumpur - **Participant**
- Kursus Profesionalisme Kerjaya (K-PRO) 2022 (19th – 20th March 2022) **Participant**
- Student Bodies Induction and Leadership Programme – March 2022 Session - **Committee**
- Virtual Inter-Benchmarking SRC DRB-HICOM U (16th & 17th February 2022) **Committee**
- Academic Workshop: "Zero Plagiarism!" (6 & 7th January 2022) **Committee**
- DRB-HICOM U: Green Day 2021 (4th December 2021) **Committee**
- Induction Week 2021- Introduction of Student Bodies (11 - 13th November 2021) **Committee**
- 'Borak Santai Pusat Hal Ehwal Pelajar' with new intake students, October 2021 **Moderator**

- Gig Economy 101 Programme (30th October 2021) **Participant**
- Maulidur Rasul Talk: “Menghayati Perjuangan Rasul” (20th October 2021) **Committee**
- Townhall Session 2021- Introduction of Student Representative Council 2021/22 - **Committee**
- Bengkel Keselamatan dan Kesihatan Pekerjaan 2021- Pengurusan Dokumentasi Mandatori KKP & Keperluan Lain dalam Industri (8-10th October 2021) **Participant**
- National Students’ Leadership Conference (NaSLeC) 2021 (September - October 2021) **Participant**
- Konvensyen Pemerkasaan Kepimpinan Siswi (KPKS) 2021 (18 September 2021 & 19 September 2021) **Presenter**
- “Student Guide to Time Management during Pandemic” Talk by KLKM (28th August 2021) **Participant**
- Awal Muharram Talk: “Aku ingin Berubah” (11th August 2021) **Committee**
- Underwater Rare Species Awareness Programme (21st August 2021) **Participant**
- Borak Santai: “Students’ Learning Experience during Pandemic” (29 th July 2021) **Committee**
- Smart Grid Virtual Run 2021 (15th July 2021 – 15th August 2021) **Participant**
- Trivia Ramadhan: Online Quiz Competition (7th May 2021) **Participant**
- Webinar: “Kemurungan- Apa yang Anda Perlu Tahu” (5th May 2021) **Participant**
- Fiqh Wanita (Raudhatunnissa’ 1: Isteri Para Nabi), (April 2021) **Moderator**
- Ramadhan Talk: “Sunnah Cinta High Class” (28th April 2021) **Committee**
- Ramadhan Poster Contest (12 – 23th April 2021) **Committee**
- Peer Counsellor Forum: Small Medium Enterprise in Covid-19 (24th April 2021) **Participant**
- Isra’ Mikraj Talk: “Menyingkap Rantaian Kehidupan” (24th March 2021) **Committee**
- Motivational Talk: “Successful Mindset” (24th March 2021) **Participant**
- Sharing Session: “Financial Planning from Syariah Point of View” (30th November 2021) **Committee**
- Online Workshop: Graphic Editing (28th November 2020) **Moderator**
- Motivational Talk: “Strive for Excellence” (25th November 2020) **Participant**
- Persidangan Meja Bulat Siri 1 2020: “Sosialisasi Politik Belia” (21st November 2020) **Participant**
- Online Workshop: Google Form (7th November 2020) **Committee**
- Forum Khalifah: “Kepimpinan Mahasiswa ke Arah Barakah” (6th November 2020) **Committee**
- Webinar Atas Talian “Hidupkan Rasulullah Dalam Diri Kita” (29 October 2020) **Participant**
- Online Training: “How to Write A Professional Result” (21st October 2021) **Participant**
- Sharing Session: Journey After High School (6th June 2020) **Participant**
- SESMA Outreach, SM Sains Sultan Mahmud (15-19th September 2019) - Chemistry Booth **Presenter**
- DKLS Linguistic Ambassador Award Essay Competition (August 2019) **Participant**
- Addmath Camp, Malaysia Productivity Corporation (August 2019) **Participant**
- Immersion Programme to Tunku Kurshiah College (24 – 29th June 2019) **Participant**
- Pertandingan Pantun sempena Minggu Bahasa Melayu, SM Sains Sultan Mahmud (May 2019) **Committee**
- Majlis Anugerah Kecemerlangan Akademik, SM Sains Sultan Mahmud (13th April 2019) **Committee**
- Malaysia Future Leaders School (MFLS) Cohort 3, Besut (18th April – 4 th May 2019) **Participant**
- SESMA Outreach, SM Sains Sultan Mahmud (13-16th August 2018) - Sejarah Booth **Presenter**
- Majlis Anugerah Kecemerlangan Akademik, SM Sains Sultan Mahmud (19th April 2018) **Committee**
- Chess Competition District Level (March 2019) **Participant**

RESEARCH EXPERIENCE

- Konvensyen Pemerkasaan Kepimpinan Siswi (KPKS) 2021 (18 & 19 September 2021) – ‘Penglibatan Siswi dalam Dunia Keusahawanan’

REFEREES

Mr. Abdul Mutalib bin Mohamed Ali
 Managing Director, Safety
 Big Event Management PLT
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Miss Noor Afifah binti Zulkifly
 Program Coordinator,
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 Health (DOSH),
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