



## CONTACT

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No 12, Lorong 5/1,  
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## LANGUAGE

### BAHASA MELAYU

(Native/Bilingual)

### BAHASA INGGERIS

(Conversational)

### MANDARIN

(Conversational)

## COMPUTER SKILLS

- MICROSOFT WORD
- MICROSOFT EXCEL
- MICROSOFT POWERPOINT
- MICROSOFT OUTLOOK
- MICROSOFT ONEDRIVE
- MICROSOFT ONENOTE
- MICROSOFT SHAREPOINT
- CANVA
- AUTOCAD SOFTWARE
- SKETCHUP SOFTWARE
- VRAY SOFTWARE
- PHOTOSHOP SOFTWARE
- INDESIGN SOFTWARE
- DIGIMAPS SOFTWARE
- CADMAPPER SOFTWARE
- SPSS SOFTWARE
- GOOGLE SHEETS
- SQL SOFTWARE
- PYTHON SOFTWARE
- POWER BI

# NUR ATIKAH BINTI SAIFUL-NIZAM

## BACHELOR DEGREE IN DEVELOPMENT MANAGEMENT WITH HONOURS(MAJOR) LOGISTICS AND TRANSPORTATION (MINOR)

A student who is enthusiastic and committed to expanding his knowledge and experience in the field of development management. Possess good communication skills, strong analytical skills, and readiness to learn and adapt quickly. Hoping to take the first step in a professional career. Where I can apply my theoretical knowledge in practical situations, as well as gain valuable insight from experienced professionals.

## EDUCATION

### 2021- 2025 (NOW):

UNIVERSITY UTARA MALAYSIA (UUM)

### 2019-2020 :

TINGKATAN ENAM SEKOLAH MENENGAH KEBANGSAAN TELOK AIR TAWAR, BUTTERWORTH.

### 2014-2018 :

SEKOLAH MENENGAH KEBANGSAAN GEMILANG, PADANG BENGGALI, BUTTERWORTH.

### 2008-2013 :

SEKOLAH JENIS KEBANGSAAN CINA AIK KEOW, PENAGA.

## ACADEMIC ACHIEVEMENT:

- SEMESTER (DEGREE) : 3.95 (GPA) 3.69 (CGPA) (LATEST)
- SIJIL TINGGI PELAJARAN MALAYSIA (STPM) : 3.34
- SIJIL PELAJAR MALAYSIA (SPM) : 1A- 2B+ 1B 3D 1E (SCIENCE STREAM)

## MY POSITIONS (LEADERSHIP):

- (2022-2023) TIMBALAN SETIAUSAHA KELAB PENGUCAPAN AWAM UNIVERSITI UTARA MALAYSIA (UUM)
- (2022-2023) TIMBALAN EXCO INTEGRITI, KOMUNIKASI DAN ANTARABANGSA KELAB CHAPTER PULAU PINANG, UNIVERSITIUTARA MALAYSIA (UUM).
- (2021-2022) TIMBALAN EXCO INTEGRITI, KOMUNIKASI DAN ANTARABANGSA KELAB CHAPTER PULAU PINANG, UNIVERSITIUTARA MALAYSIA (UUM).
- (2021-2022) ASSISTANT HEAD OF THE CLASS AT UNIVERSITY.
- (2014- 2020) LIBRARIAN OF SCHOOL LIBRARY.
- (2019-2020) COMMITTEE MEMBERS KELAB PERSATUAN TINGKATAN ENAM.
- (2019-2020) COMMITTEE MEMBERS CLUB PETANQUE.
- (2019-2020) DEPUTY CHAIRMAN CLUB SEJARAH DAN PATRIOTISME.
- (2019-2020) COMMITTEE MEMBERS CLUB BOLA TAMPAR.
- (2017) ASSISTANT LEADER OF ECONOMIY UNIT DAKWAH AL-IMTIYAZ(UDIM)
- (2018) LEADER OF ECONOMIY UNIT DAKWAH AL- IMTIYAZ(UDIM).
- (2017-2018) COMMITTEE MEMBERS CLUB BAHASA MELAYU.
- (2017-2018) THE CHAIRMAN PERSATUAN PERGERAKAN PUTRI ISLAM MALAYSIA (PPIM).
- (2017-2018) ACTIVE MEMBERS CLUB SOFBOL.
- (2019-2020) ACTIVE MEMBERS PERSEKUTUAN PENGAKAP MALAYSIA.
- (2019-2020) COMMITTEE MEMBERS OF PROJEK MURAL TINGKATAN ENAM.
- (2019-2020) COMMITTEE MEMBERS OF REKOD AND AUTOMASI OF SCHOOL LIBRARY.
- (2019) COMMITTEE MEMBERS OF PROGRAM #KITASIHAT PRINGKAT KEBANGSAAN.

## AWARD AND ACHIEVEMENT:

- (2024) SAGUHATI SAYEMBARA PENULISAN CERPEN BAHASA MELAYU PERINGKAT ANTARABANGSA 2024
- (2023/2024) DEAN'S AWARD OF ACADEMIC EXCELLENCE FOR SECOND SEMESTER OF THE 2023/2024 SESSION
- (2023/2024) DEAN'S AWARD OF ACADEMIC EXCELLENCE FOR FIRST SEMESTER OF THE 2023/2024 SESSION
- (2022/2023) DEAN'S AWARD OF ACADEMIC EXCELLENCE FOR SECOND SEMESTER OF THE 2022/2023 SESSION
- (2023) DANGEROUS GOODS MANAGEMENT PROFESSIONAL CERTIFICATE BY
- (2021/2022) TOOK PART IN WEBINAR PEMBELAJARAN SECARA ATAS TALIAN DI PASCA ENDEMIK COVID-19.
- (2020) STPM SEMESTER 2 PENCAPAIAN GRED PURATA TERTINGGI.
- (2018) GOLD MADEL IN ASIA INNOVATION SHOW 2018.
- (2017-2018) PROGRAM PELAJAR BUMIPUTERA CEMERLANG SAINS (PBCS) KOHOT 5.

## SKILL

- SPREADSHEETS
- IDEATION LEADERSHIP
- ORGANIZATIONAL SKILLS
- PROBLEM-SOLVING SKILLS
- COMMUNICATION SKILLS
- TEAMWORK SKILLS
- CRITICAL THINKING SKILLS
- CREATIVE THINKING SKILLS
- DECISION MAKING SKILLS
- TIME MANAGEMENT SKILLS
- LANGUAGE SKILLS
- ADMINISTRATIVE SKILLS.
- CONFLICT RESOLUTION
- EMPATHY
- DATA ENTRY
- GOOD COMMUNICATION SKILLS
- SUPPLIER NEGOTIATION AND RELATIONSHIP MANAGEMENT
- PURCHASE ORDER CREATION AND CONTRACT MANAGEMENT
- MARKET RESEARCH AND ANALYSIS
- INVENTORY MANAGEMENT
- STRONG COMMUNICATION AND TEAMWORK SKILLS

## REFERENCE

### COORDINATOR:

Pn. Sakinah Sabudin  
Assistant Registrar ,  
University Utara Malaysia (UUM),  
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### LECTURER:

Dr. Mohd Syahril Bin Said  
UUM College of Law, Government and  
International Studies,  
University Utara Malaysia (UUM),  
04-9287971 / 019-2217881  
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### SV LECTURER:

Mohd. Rizal bin Safar  
UUM College of Law, Government and  
International Studies,  
University Utara Malaysia (UUM),  
04-9287970 / 019-4786700  
s.rizal@uum.edu.my

## COCURRICULUM ACHIEVEMENT:

- (2022) TOOK PART IN PROGRAM INDUSTRIAL TALK: BUILD YOUR CONFIDENCE.
- (2022) TOOK PART IN PROGRAM LIGHT IT UP BLUE FOR AUTISM: T-SHIRT DESIGNING CONTEST.
- (2022) TOOK PART IN PROGRAM BROKEN HOME FIX IT, MAKE IT A REAL HOME.
- (2022) TOOK PART IN PROGRAM INTAFF SOCIETY'S MALAYSIA IN UNITED NATIONS.
- (2022) TOOK PART IN PROGRAM LIFE IS A SCAM: MULE ACCOUNT.
- (2022) TOOK PART IN PROGRAM INVISIBLE KNOWLEDGE IN THE INDUSTRY: OIL AND GAS.
- (2022) TOOK PART IN PROGRAM CAREER TALK CORAL.
- (2022) TOOK PART IN PROGRAM CAREER VS INTEREST
- (2022) TOOK PART IN PROGRAM COFFEE TALK
- (2021) TOOK PART IN PROGRAM "CAPACITY BUILDING" PEMERKASAAN MAHASISWA ANAK PULAU PINANG.
- (2020) TOOK PART IN PERTANDINGAN KUIZ PENGETAHUAN AM TINGKATAN ENAM SECARA DALAM TALIAN PERINGKAT KEBANGSAAN.
- (2020) TOOK PART IN PERTANDINGAN E-KUIZ ANTIRASUAH 2020 SURUHANJAYA PENCEGAHAN RASUAH MALAYSIA.
- (2020) FIRST PLACE IN PERTANDINGAN REKA BENTUK (DESIGN) T-SHIRT PERTINAM.
- (2020) GOLD IN KUIZ PATRIOTISME PASUKAN BADAN BERUNIFORM PERINGKAT NEGERI PULAU PINANG.
- (2020) TOOK PART IN ASEAN QUIZ NATIONAL LEVEL COMPETITION 2020.
- (2020) TOOK PART IN JOM CARI MAKLUMAT @PPAPP.
- (2020) THIRD PLACE IN PERTANDINGAN VIDEO PENDEK SEMPENA KEMERDEKAAN.
- (2020) FIRST RUNNER UP IN PERTANDINGAN MENULIS ESEI
- KEMERDEKAAN PERSATUAN SEJARAH DAN PATRIOTISME 2020.
- (2020) TOOK PART IN PROGRAM MENGARANG "SAYA ANAK MALAYSIA".
- (2020) TOOK PART IN PERKHEMAHAN LENCANA KEAHLIAN DAN LANTIKAN KELANA PERINGKAT SEKOLAH.
- (2020) FIRST RUNNER UP IN PERTANDINGAN MEMASAK
- PERKHEMAHAN LENCANA KEAHLIAN DAN LANTIKAN KELANA PERINGKAT SEKOLAH.
- (2019) TOOK PART IN PROGRAM HARI BELIA NEGARA PERINGKAT NEGERI PULAU PINANG.
- (2019) CHAMPION IN PERTANDINGAN KREATIF SUDUT KECERIAAN.
- (2019) TOOK PART IN PERADUAN MENCIPTA LOGO PERSATUAN TINGKATAN ENAM.
- (2018) GOLD MADEL IN ASIA INNOVATION SHOW 2018.
- (2018) TOOK PART IN INTER-SCHOOL ENGLISH LANGUAGE
- DRAMA COMPETITION 2018.
- (2018) FIRST RUNNER UP IN PERTANDINGAN CHORAL SPEAKING
- PERINGKAT DAERAH SEBERANG PERAI UTARA.
- (2018) BRONZE AWARD IN ANUGERAH REMAJA PERDANA
- RAKAN MUDA KEMENTERIAN BELIA DAN SUKAN.

## RELEVANT COURSES TAKEN :

- INTRODUCTION TO ENTREPRENEURSHIP
- PENGHAYATAN ETIKA DAN PERADABAN
- PHILOSOPHY AND CONTEMPORARY ISSUES
- MALAYSIAN NATIONHOOD STUDIES
- DEBATE
- ENGLISH PROFICIENCY
- PUBLIC SPEAKING SKILLS
- MALAYSIAN ECONOMY
- PRINCIPLES OF MANAGEMENT
- INTRODUCTION TO SOCIAL SCIENCE
- SOCIAL IMPACT ASSESSMENT
- DEVELOPMENT POLITICS
- LAND ADMINISTRATION DEVELOPMENT
- COMPUTER APPLICATION IN DEVELOPMENT MANAGEMENT
- THIRD WORLD DEVELOPMENT THEORY
- SOCIOLOGY OF DEVELOPMENT
- THEORY AND CONCEPT OF DEVELOPMENT ADMINISTRATION
- METHODOLOGY IN PREPARATION OF DEVELOPMENT PLANS
- URBANISATIONS AND INDUSTRIALISATIONS
- PHILOSOPHY OF DEVELOPMENT
- ENVIRONMENTAL ADMINISTRATION
- REGIONAL DEVELOPMENT
- ACADEMIC PROJECT
- STATISTIC FOR SOCIAL SCIENCE
- INTRODUCTION TO SOCIOLOGY
- MALAY LANGUAGE FOR MANAGEMENT
- RESEARCH IN SOCIAL SCIENCES
- ANALYSIS OF PLANNING AND DEVELOPMENT CONTROL
- INFRASTRUCTURE PLANNING AND HOUSING
- GENDER AND DEVELOPMENT
- SCIENCE OF THINKING AND ETHICS
- FUNDAMENTAL OF TRANSPORT AND LOGISTICS
- TRANSPORT PLANNING & POLICY
- TRANSPORT INFORMATION SYSTEM
- ROAD TRANSPORTS MANAGEMENT
- RAIL TRANSPORT MANAGEMENT
- WAREHOUSING MANAGEMENT

## COMPANY SUPERVISOR:

**NURSYAFIQHA ELYA BINTI KAMARUDIN**

**HR OFFICER**

**NationGate Solution (M) Sdn. Bhd.**

**010-3746774 / 04-3989001**

**nursyafiqha-**

**elya.kamarudin@nationgateholdings.com**

## HUMAN RESOURCES INTERN | NATIONGATE SOLUTION (M) SDN. BHD.

- ASSISTED IN VARIOUS HR FUNCTIONS, INCLUDING RECRUITMENT, EMPLOYEE ENGAGEMENT, AND PERFORMANCE MANAGEMENT, ENSURING SEAMLESS OPERATIONAL PROCESSES ALIGNED WITH THE RESPONSIBLE BUSINESS ALLIANCE (RBA) CODE OF CONDUCT.
- MANAGED EMPLOYEE RECORDS AND DOCUMENTATION IN COMPLIANCE WITH THE RBA CODE OF CONDUCT, PERSONAL DATA PROTECTION ACT (PDPA), COMPANY POLICIES, AND LEGAL REGULATIONS.
- COORDINATED AND PROCESSED CLAIMS RELATED TO PEKERJA SOSIAL (PEKESO), ENSURING TIMELY AND ACCURATE SUBMISSIONS OF SOCIAL SECURITY BENEFITS FOR EMPLOYEES.
- SUPPORTED THE HR TEAM IN IMPLEMENTING EMPLOYEE WELFARE PROGRAMS, ENHANCING WORKPLACE SATISFACTION AND RETENTION RATES.
- ACTED AS A PRIMARY POINT OF CONTACT FOR EMPLOYEES REGARDING PEKESO CLAIMS, OFFERING GUIDANCE AND SUPPORT TO SIMPLIFY THE CLAIMS PROCESS.
- MAINTAINED ACCURATE RECORDS AND COLLABORATED WITH THE FINANCE AND ADMINISTRATION TEAMS FOR SEAMLESS PAYROLL INTEGRATION WHILE ADHERING TO PDPA REQUIREMENTS.
- PREPARED COMPREHENSIVE HR REPORTS, TRACKING CRITICAL METRICS SUCH AS ABSENTEEISM, TURNOVER, AND EMPLOYEE BENEFITS UTILIZATION TO INFORM STRATEGIC DECISION-MAKING.
- DELIVERED ORIENTATION SESSIONS ON SAFETY AND HEALTH WORKING ENVIRONMENT ALIGNED WITH THE DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH (DOSH) AND JKPP STANDARDS.
- FACILITATED TRAINING PROGRAMS TAILORED FOR STAFF TO FULFILL OSH PROGRAM REQUIREMENTS.
- CONDUCTED AWARENESS INITIATIVES TO ENHANCE STAFF UNDERSTANDING OF OSH POLICIES AND PRACTICES.
- PROMOTED A PROACTIVE CULTURE IN PURSUING OSH AWARENESS AND EXCELLENCE AMONG EMPLOYEES.
- ENSURED COMPLIANCE WITH NATIONAL SAFETY AND HEALTH REGULATIONS THROUGH EFFECTIVE COMMUNICATION AND TRAINING.

## EXPERIENCE IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT:

- ASSISTED IN THE PROCUREMENT PROCESS BY IDENTIFYING AND SOURCING SUPPLIERS FOR VARIOUS MATERIALS AND SERVICES REQUIRED BY THE COMPANY.
- COORDINATED THE PREPARATION AND REVIEW OF PURCHASE ORDERS, ENSURING ACCURATE PRICING, SPECIFICATIONS, AND DELIVERY TIMELINES.
- CONDUCTED MARKET RESEARCH TO EVALUATE POTENTIAL SUPPLIERS, COMPARING QUALITY, PRICE, AND RELIABILITY TO MAKE COST-EFFECTIVE PURCHASING DECISIONS.
- SUPPORTED THE DEPARTMENT IN NEGOTIATING AND MANAGING CONTRACTS WITH VENDORS, ENSURING COMPLIANCE WITH COMPANY POLICIES AND INDUSTRY STANDARDS.
- MAINTAINED ACCURATE RECORDS OF ALL PURCHASES AND PROCUREMENT TRANSACTIONS IN THE COMPANY'S DATABASE.
- ASSISTED IN INVENTORY MANAGEMENT, ENSURING THAT STOCK LEVELS WERE ALIGNED WITH PROJECT NEEDS AND OPERATIONAL REQUIREMENTS.
- COLLABORATED WITH CROSS-FUNCTIONAL TEAMS, INCLUDING FINANCE AND LOGISTICS, TO ENSURE SMOOTH PROCUREMENT AND TIMELY DELIVERY OF MATERIALS.
- PROVIDED ADMINISTRATIVE SUPPORT BY PREPARING REPORTS, TRACKING ORDERS, AND MANAGING SUPPLIER COMMUNICATIONS.
- HOLDS A PROFESSIONAL CERTIFICATION IN DANGEROUS GOODS MANAGEMENT.

## EXPERIENCE IN CUSTOMS DOCUMENTATION MANAGEMENT

- PROFICIENT IN MANAGING AND COMPLETING CUSTOMS DOCUMENTATION, INCLUDING K1 FORM (IMPORT), K2 FORM (EXPORT), K3 FORM (TEMPORARY RELEASE), AND K4 FORM (RETURN DECLARATION) WITH A HIGH LEVEL OF ACCURACY.
- EXPERIENCED IN ENSURING COMPLIANCE WITH CUSTOMS REGULATIONS AND FACILITATING SMOOTH CLEARANCE PROCESSES FOR GOODS.
- KNOWLEDGEABLE IN THE PROCESS OF RENEWING COMPANY PERMITS THROUGH MALAYSIA'S CUSTOMS SYSTEM, SUCH AS UCUSTOMS, INCLUDING THE PREPARATION OF SUPPORTING DOCUMENTS (SSM, LICENSES, FINANCIAL STATEMENTS) AND COMPLETING PAYMENT PROCEDURES.
- SKILLED IN COORDINATING WITH CUSTOMS AUTHORITIES TO ENSURE SEAMLESS INTERNATIONAL LOGISTICS AND TRANSPORTATION OPERATIONS.

## EXPERIENCE IN DESIGN AND PLANNING WITH AUTOCAD SOFTWARE:

### 3D AND 2D BUILDING DESIGN:

- DESIGNED AND MODELED BUILDING STRUCTURES IN 3D AND 2D USING AUTOCAD, ENSURING ACCURACY IN DIMENSIONS AND ALIGNMENT ACCORDING TO PROJECT SPECIFICATIONS.
- CREATED DETAILED FLOOR PLANS AND ELEVATION PLANS, INCORPORATING ARCHITECTURAL ELEMENTS, UTILITIES, AND FUNCTIONAL LAYOUTS TO MEET CLIENT REQUIREMENTS.
- DEVELOPED ACCURATE BUILDING SECTIONS AND DETAILED DRAWINGS, ENSURING THEY ADHERED TO CONSTRUCTION STANDARDS AND LOCAL REGULATIONS.
- UTILIZED AUTOCAD TO CREATE VISUAL REPRESENTATIONS OF BUILDING DESIGNS, ASSISTING IN CLIENT PRESENTATIONS AND PROJECT APPROVALS.
- WORKED CLOSELY WITH ARCHITECTS AND ENGINEERS TO REFINE DESIGNS AND INTEGRATE STRUCTURAL, ELECTRICAL, AND PLUMBING SYSTEMS INTO THE PLANS.

### EVALUATION AND PROJECT ASSESSMENT:

- EVALUATED DESIGN FEASIBILITY AND PROVIDED TECHNICAL ANALYSIS TO ENSURE THE VIABILITY OF PROPOSED STRUCTURES.
- ASSESSED THE DESIGN'S COMPLIANCE WITH SAFETY STANDARDS, ENVIRONMENTAL FACTORS, AND BUILDING CODES.
- SUPPORTED THE TEAM IN REFINING DESIGN CONCEPTS BASED ON FEEDBACK AND SITE ASSESSMENTS.