

# IZLINA ASYIKIN BINTI IZLIRAHMAN

**Nationality** : Malaysian      **Mobile** : 019-3439549  
**NRIC** : 980101026178      **Email** : izlinaasyikin@gmail.com  
**Age** : 24      **LinkedIn** : Izlina Asyikin  
**Gender** : Female      **Address** : Kemaman, Terengganu  
**Marital Status** : Single



## SUMMARY

A dedicated and passionate Facilities Maintenance Engineering graduate with great sense of teamwork and management skills, high energy, confident professional with and infectious enthusiasm for safety and health matter. My degree in engineering technology with more hands on coursework have got my attention to the importance of Occupational Safety and Health in working industry. As a driven learner and eager towards gaining experience in the industry and making self-development as a key to give values to the company, I would like to be given the opportunity to learn more and be a safety practitioner with the company if possible as I am also preparing myself to take the Safety and Health Officer examination.

## EDUCATION

<b>University Kuala Lumpur, Malaysia Institute of Industrial Technology</b> Bachelor of Engineering Technology (Hons) in Facilities Maintenance Engineering, 3.60	<b>2016-2020</b>
<b>Kolej Mara Kuala Nerang</b> Foundation in Science and Technology, 3.90	<b>2015-2016</b>
<b>Sekolah Menengah Chukai (TePCES)</b> Sijil Pelajaran Malaysia (SPM), 7A	<b>2010-2014</b>

## EXPERIENCE

<b>ADM Sdn Bhd</b> <b>Kitchen Helper</b>	<b>June 2021 – Now</b>
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### *Duties & responsibilities:*

- Prepared meal ingredients for the cook which includes washing, peeling, cutting and slicing ingredient.
- Assisted kitchen staff to unload food supplies from delivery trucks
- Properly washing and drying all dishes, utensils, cooking instruments and cutting boards.
- Packing take-out orders as needed.
- Storing ingredients and food items according to food safety standards.

<b>Empire Sushi Sdn Bhd</b> <b>Service Crew</b>	<b>September 2020- March 2021</b>
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### *Duties & responsibilities:*

- Appointed as supervisor trainee to supervise and manage the outlet
- Inventory monitoring, handling staff issues, checking attendance and maintaining all outlet areas are commit to health code standard.
- Made sure the staffs serve customers in courteous and efficient manners for proper service and satisfaction

<b>HVAC Experts (M) Sdn Bhd</b> <b>Industrial Trainee- Assistant Engineer</b>	<b>January 2020- July 2020</b>
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### *Duties & responsibilities:*

- Understood and carried out all tasks given by the Senior Engineer
- Collaborated with other engineers and workers to prepare the work pack schedule for the offshore project implementation, costing reports and quotation.

- Accomplished the task to do job method statement and job safety analysis according to the work procedure activities as well as the safety data sheet provided.
- Performed regular check and inspection of tools and equipment
- Prepared the commercial and technical proposal for tender submission on various projects
- Contacted suppliers to help the procurement and purchasing department
- Maintained project accomplishment by communicating essential information, reviewing open issues and action taken and contributed information to project reports
- Determined proposal feasibility by checking customer RFQs
- Understood business goals, challenges and requirements of customers for value proposition building from the contract.

#### **Online Business**

**April 2020- Now**

##### *Duties & responsibilities:*

- Generate and qualify customers leads, respond to customer queries via various social media platform
- Meet and exceeds targets in the aspect of monthly restocking products.
- Effectively research customer needs to successfully close the sales
- Responsible in follow-up the customers for feedback and suggestion as well as strong customer services skills with customer all over the country

#### **DISSERTATION**

- Fundamental Study of Energy Control System Lockout and Tagout Implementation in Malaysia Automotive Industry, December 2019

#### **RELEVANT COURSEWORK**

Occupational Safety and Health in Maintenance, Static Equipment, Overhead Material Handling, Standard and Certification in Facilities Maintenance, Industry Chemical Handling, Welding and Metal Fabrication, Non Destructive Testing for Welding, Maintenance Planning and Control, Facilities Asset Management, Engineering Ethics

#### **CERTIFICATIONS**

- Certificate of Attendance, Safety and Health Officer, Ranaco Marine Sdn Bhd, January 2022
- Basic First Aid, Ranaco Marine Sdn Bhd, January 2022
- Oil and Gas Safety Passport, NIOSH, January 2022

#### **COURSES**

- High Impact Energy Saving in Industrial Compressed Air Systems, Skills Gauge Sdn Bhd, December 2019
- SKF PdM Product, CBM Tools, Mechanical and Electrical Instrument, SLS Bearings (Malaysia) Sdn Bhd, August 2019

#### **SKILLS**

- Microsoft Office (Word, Excel, Powerpoint)
- Good communication and teamwork, active learning, self-motivated, attention to details and instructions, strong work ethic.

#### **EXTRA CURRICULAR ACTIVITIES**

##### **University Kuala Lumpur, Malaysia Institute of Industrial Technology**

- Secretary E-Sport Carnival, April 2019
- Event Committee Sakura Ultimate Challenge, June 2019
- Vice President Facilities Maintenance Engineering Society, July- December 2018
- Pitching Competition, November 2018
- Volunteers SEA Games KL2017, August 2017

#### **ADDITIONAL INFO**

- **Languages**
  - Malay (Native)
  - English (Intermediate)
- **Availability**
  - No notice needed, can start as required

## **REFEREES**

**Mustafa Sabri bin Abdul Ghani**

HVAC Engineer, HVAC Experts (M) Sdn Bhd

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