



AMIRAH SAHIRA

PROJECT/SALES ENGINEER

Kemaman, Terengganu

+60112 555 0108

amirahsahira98@gmail.com

PROFILE SUMMARY

A Project and Sales Engineer with an exceptionally well organized with a track record that demonstrates self-motivation, creativity, and initiative to achieve both personal and corporate goals. Excellent written and oral communication skills, aptitude and ability to grasp new ideas and integrate them into desired results. Ability to prioritize multiple projects, and develop strategies in order to increase contributions, flexible, dependable, positive attitude, strong leadership, and customer service skills.

PROFESSIONAL SKILL

- Ability to learn new skills quickly with little supervision
- Ability to think clearly, analyze and resolve problems with good judgement
- Ability to collaborate effectively with multidisciplinary team members and also to work independently
- Ability to work both independently and within small and large teams
- Ability to work with multiple discipline projects

TECHNICAL SKILL

- Proficient in using Microsoft Office software
- Proficient in using Auto CAD software

EDUCATIONAL BACKGROUND

Bachelor in Manufacturing Engineering Technology (Production Management)

2017-2021

University College TATI, Kemaman

- Completed all papers in first attempt
- Director's Award for 2 consecutive semesters
- Relevant subjects: Manufacturing Process & Practice, Human Resource Management, Purchasing & Supply Chain Management, Industrial Engineering, Risk Analysis in Engineering, Production Planning & Control, Engineering Drawing, Manufacturing System Design, Maintenance Planning & Control, Engineering Ergonomics

Foundation in Engineering

2016-2017

University College TATI, Kemaman

- Completed all papers in first attempt

AMIRAH SAHIRA

PROJECT/SALES ENGINEER

CERTIFICATION & VOLUNTEER WORK

Assisted in Program Kem Jati Diri for a few schools as facilitator	2016-2021
<ul style="list-style-type: none">Gained knowledge about how to handle conflicts between members as well as other nonproductive participant behaviors that impede the group's process	
Participated in UiTM Business & Innovation Talent 2016 (First Place)	2016
<ul style="list-style-type: none">Gained knowledge about problem-solving and provides creative insight that allow to look at things from a different perspective	
Assisted in English Preparatory Course	2018
<ul style="list-style-type: none">Gained knowledge about communication and writing skills	

WORK EXPERIENCE

SALES ENGINEER	December, 2022 – Present
<i>Front Tech Engineering Sdn Bhd, Kemaman</i>	
<ul style="list-style-type: none">Call on current and potential customers such as engineers or technical personnel to convince prospective client of desirability of services offered.Following up after initial contact, securing and negotiating prices, completing sales, and arranging deliveries.Collaborating with technical teams to understand customer requirements and provide sales support.Preparing presentations to explain our company's products or services to customers.Make at least 10 cold calls to new potential customers weekly to explain services provided.	
PROJECT/SALES ENGINEER	January, 2022 – November, 2022
<i>PAC Eastcoast Engineering & Services Sdn Bhd, Kemaman</i>	
<ul style="list-style-type: none">Review client drawings, plans, and other client documents to develop and prepare cost estimates and properly engineered products.Work with Accounts Receivables to collect delinquent payments.Call on current and potential customers such as engineers or technical personnel at commercial, industrial and other establishments and attempts to convince prospective client of desirability and practicability of products or services offered.Prepare, schedule, coordinate and monitor the assigned projects.Cooperate and communicate effectively with project manager and other project members to provide assistance and technical support	
MANPOWER COORDINATOR	April, 2021 – January, 2022
<i>Clear Water Services Sdn Bhd, Kemaman</i>	
<ul style="list-style-type: none">Planning mobilization and demobilization to platform as per project schedule.Prepare document for submitting PCR (Personal Change Request).Prepare boat booking and chopper booking.Coordinate manpower supply as per project/job requirement.Handle and arrange crew for BOSIET and MEDICAL.	