



IZZATI AUNI BINTI BATRA'AZMAN

OBJECTIVE

Enthusiastic Corporate System Management Officer, eager to contribute to team success through hard work, attention to detail and excellent organization skills. Clear understanding of ISO 9001:2015 and Scheduled waste management and certified in Internal Auditor ISO 9001 by BSI Training Academy. Motivated to learn, grow and excel in Manufacturing and Services Industry.

EXPERIENCE

Corporate System Management Officer

Vitar Group of Companies / January 2019 – Present
(Employer contact: 1700 81 9931)

Internal Audit

- Conduct internal audit for the company based on ISO 9001:2015.
- Prepare and perform all internal quality audit documentations as to ensure proper implementation of overall system.
- Conduct 6S audit within the company and foreign employee's hostel for better working environment.

Document Controller

- Assist the assistant manager to monitor, review, change and approved overall system for improvement in accordance to company need.
- Handling control document according to ISO 9001:2015 for the company.
- Administration such as documentation and filling for the department.

Environment and Safety

- Handling scheduled waste management equivalent to DOE regulations and environment monitoring related.
- Assist safety related for the company that related with the chemicals.

Customer Service Junior Executive


Emperor Freight Forwarder Sdn Bhd / September 2018 – January 2019


- Liaise and arrange booking with shipping agent for export shipment.
- Coordinate with customers on all customer service related issues.
- Liaise and sourcing for the cargo space with different agents to plan the shipment to the destination

Trainee Engineer


Renesas Semiconductor (KL) Sdn Bhd / July 2017 – September 2017

- Examine the materials used for the product
- Analyse the defect materials for further inspection
- Assist the officer to mark the materials

 auniazman94@gmail.com

 017-3543181

 41250 Klang, Selangor

 [linkedin.com/in/izzati-auni-batra-azman/](https://www.linkedin.com/in/izzati-auni-batra-azman/)

SKILLS

Microsoft Office

Internal Auditing

Document Control

ISO 9001:2015

Export Shipping

Teamwork

Communication

Scheduled waste

Management

LANGUAGES

- Bahasa Malaysia (Fluent),
- English (Average)
- German (Poor, basic)

EDUCATION

Bachelor of Engineering (Hons) Chemical
Universiti Teknologi Mara (UiTM) Shah Alam
2015 – 2018

CGPA – 3.51/4.00

- Thesis: Effect of Different Volumetric Flowrate Using Energy Analysis for Power to Methanol Production Plant
- Plant Design Project: Production of 30 000 Metric Tons per Year of Butanol

Diploma in Chemical Engineering
Universiti Teknologi Mara (UiTM) Terengganu
2012 – 2015

CGPA: 3.69/4.00

- Thesis: Removal of Paracetamol from Aqueous Solution by Dried Cellulose and Activated Carbon

REFERENCES

Ms Kristin Lai

Group HR and Admin Manager
Vitar Group of Companies
011-16325839
Kristinlai.hr@vitargroup.com

Ms Nur Ain Binti Mohd Zainudin

Lecturer, Universiti Teknologi Mara (Chemical Engineering)
Supervisor for Project Plant Design
016-6601492
nurain1465@uitm.edu.my

CERTIFICATION AND ACHIEVEMENT

- ISO 9001 Internal audit by BSI Training Academy, 2019
- ARPN Journal of Engineering and Applied Sciences. The title is 'Removal of Paracetamol from Aqueous Solution by Dried Cellulose and Activated Carbon', 2015