

# Nurul Najiha Mohd Wadi

+60 16-8808014  
[Najlaqnajiha98@gmail.com](mailto:Najlaqnajiha98@gmail.com)  
63, Jalan SS15/ 6A,  
47500 Subang Jaya, Malaysia.

## SKILLS

---

- Software proficiency: Microsoft Office, SAP Hana, SAP Ariba, ComPASS, ICMS, Salesforce
- Data Analysis: MS Excel
- Scheduling and Time Management
- Purchase Orders
- Research Skills

## WORKING EXPERIENCE

---

### **TUV Rheinland Malaysia Sdn Bhd**

#### **Internship: Technical Support and Sales Assistant in Government Inspection and International Trade (18/11/2019 – 31/03/2020)**

- Assisting clients in making sure the export/import products comply with International Standards of the destination market.
- Verifying the submitted documents by clients with the affiliate office of the client's preference destination market.
- Assisting inspectors in checking the client's product as per the inspection order details in Pre-Shipment Report.
- Supporting back end by managing quotation, sales order and suborder in SAP.
- Collecting information on potential clients in MS Excel and reaching out to them to promote our service through cold calling.
- Coordinate a presentation in PowerPoint on a montly basis with the manager to update the sales progress.

#### **Permanent: Technical Support and Administration in Customized Services (01/09/2020 – 29/04/2022)**

- Performing tasks as a project coordinator which is responsible for ensuring the audit schedule, budget and details of a given project are well organized and run smoothly.
- Managing project management documents; audit plan, auditor's scheduling, audit certificate in ICMS.
- Executing administrative tasks such as quotation and invoicing in SAP Hana and SAP Ariba.
- Liaising with affiliates on requirements and documentation on certain audit schemes such as SMETA, TAPA, RBA, Shangri-la, etc.

#### **Permanent: Sales Support in Product Department (Electrical) (23/05/2022 – Present)**

- Supporting the sales team by managing inquiry from clients in Salesforce and to communicate with affiliates on certain testing standards.
  - Contribute to overall customer satisfaction by promptly answering emails in Microsoft Office.
  - Handle the processing of all orders with accuracy and timeliness in compASS.
  - Establish active communication and engagement with sales representatives to ensure the inquiries are processed promptly.
  - Collaborate with senior sales staff in monthly meetings by creating and maintaining month-end sales reports.
  - Arrange for creation and distribution of presentations and supporting documents to help the sales team generate business leads.
  - Attend essential sales training meetings and develop an understanding of all the company's services and products.
-

---

## **Freelance: Commercial Actress (June 2022 – Present)**

- Coordinate and collaborate with Casting Directors, Producers, Agents and fellow actors on a daily, project by project basis.
- Used acting skills, emotional intelligence, precise listening and clear communication, multi-tasking daily.
- Ability to take direction quickly from directors. Emotional understanding, quick comprehension and people skills necessary.
- Ability to work well in a team and independently.
- Consistently prepared, punctual on set and professional with Agents, Clients and Casting Directors.

---

## **EDUCATION**

### **Polytechnic Premier Sultan Salahuddin Abdul Aziz Shah, Shah Alam, Malaysia. (June 2017 – November 2019)**

#### **Diploma In International Business**

- CGPA 3.55 – Dean's List 4 Semesters in a row.
- 2017
  - 2nd place in the National Video Multimedia Competition (MULVEC)
- 2019
  - 1st place in the National Startup Business Competition organized by FAMA (Individual)
  - 2nd place in the National Startup Pitch Bootcamp & Competition (Individual)
  - 2nd place in the National Innovation Competition
  - Selected to represent Polytechnics in Malaysia to give a talk at CIMB Bank Press Conference.

---

## **REFERENCE**

- Ms. Lia Ekawati  
Area Sales Manager Product & Systems, TUV Rheinland Malaysia Sdn Bhd  
Email: [Lia.Ekawati@tuv.com](mailto:Lia.Ekawati@tuv.com)  
Office Number: +60374553114
- Mr. Mazrul Hisham  
Academic Advisor, Polytechnic Premier Sultan Salahuddin Abdul Aziz Shah  
Contact Number: +6019-607 6700