**NUR **

**Personal Particular**

|  |  |
| --- | --- |
| **Email address:** [**NUR.361697@2freemail.com**](mailto:NUR.361697@2freemail.com)  **Date of birth:** 30th ofMay 1984 | **Place of Birth:**  Selangor, Malaysia  **Nationality:** Malaysia  **Marital Status:** Married  **Eligible to work in UK:** Yes |
|  |  |

**Educational background**

**Highest Education**

**May 2005 - July 2007**

**Type:** Bachelor’s Degree of Business Administration (International Business)

**Grade :** 2nd Upper

**University:** MARA University of Technology (UiTM), Malaysia

**Personal Strengths and Relevant Skills**

|  |  |
| --- | --- |
| * Independent and able to work in a team * Leadership material and a team player * Good communication skills * Used to working odd hours * Always up-to-date with current technologies and trends * Computer enthusiast | * Willing to travel * Good at problem solving * Fast learner * Risk taker * Strong analytical skills * Work ethics priority |

**Working Experiences and Projects Undertaken**

**Current Employment (since April 2009)**

**Company : Ministry of Foreign Affairs, Malaysia**

**Position : *Diplomat***

**Job Task :**

* Maritime related tasks (2009 – 2013) :
  + Involved with **Malaysia’s IMO Candidacy for election to the Council of IMO during the 28th and 29th Regular Session of the IMO Assembly** in 2013 & 2015
  + Involved in the hosting of the **‘4thASEAN Maritime Forum (AMF) and 2nd Expanded AMF’** in Kuala Lumpur, September 2013
  + Attended ‘**ASEAN-China Seminar on South China Sea’** in Siem Reap, August 2013
  + Attended ‘**Meeting on Matters Relating to Vietnam – Malaysia Commercial Arrangement Area (PM3 CAA)’**
  + Involved in the hosting of ‘**ASEAN Regional Forum Workshop on Ship Profiling’** in Kuala Lumpur, April 2013
  + Involved in **‘Technical Meeting on Maritime Boundaries Delimitation Between Malaysia And The Republic of Indonesia’,** 2012 & 2013
  + Involved in ‘**Malaysia-Singapore Joint Technical Committee (MSJTC) on the Implementation of the International Court of Justice (ICJ) Judgment on Pedra Branca, Middle Rocks and South Ledge’,** December 2012
  + Attended the **‘10th Anniversary of the Declaration on the Conduct of Parties in the South China Sea’**, Phnom Penh, November 2012
* High Commission related tasks (2013 – 2017)
  + Attending meetings and conferences organized by the FCO, the Commonwealth secretariat, IMO and other international organization
  + Preparing political and economic reports on Malaysia’s relations with the United Kingdom
  + Coordinating and monitoring of projects / programs / activities organized by the Malaysian High Commission in London
  + Assisting in the coordination and the provision of logistics for Malaysian delegation to London
  + Participating in activities involving ASEAN member countries in London
  + perform other duties as directed by superiors
* National Authority for Chemical Weapon Convention Malaysia, Ministry of Foreign Affairs ( Jan 2017 – current)
  + Carrying out tasks related to the National Authority Chemical Weapons Convention (PBKKSK)
  + Keeping an eye on every development issues of the Chemical Weapons Convention and the Organization for the Prohibition of Chemical Weapons (OPCW)
  + Acting as a liaison between the OPCW and stakeholders and customers under the Chemical Weapons Convention
  + Representing Malaysia / Ministry of Foreign Affairs to various meetings, conferences, courses and seminars at home and abroad on issues relating to the Chemical Weapons Convention
  + Assiting ministries / agencies in conducting meetings / seminars / workshops / training / courses on the implementation of the Chemical Weapons Convention.

**June 2007 to May 2009 (full time)**

**Company : IBM Malaysia**

**Position : Account Receivable Professional (Australia)**

**Job Task :**

* Monitoring and handling trade accounts mainly in Australia area.
* Taking ownership of problem resolution, coordinating and recommending solutions, and positively

impact cash collections.

* Specialist in performing collection dunning to customers with the aid of collection tools and scripting to minimize flow through and delinquency in achieving the business objectives.
* To manage the timely payment of assigned Accounts Receivable portfolio and the active resolution of customer issues.
* To prepare monthly collections strategies and establishing and executive action plans to meet and exceed metrics.
* Ensure daily, weekly and monthly key performances target indicator are meet.
* Provide workable resolution to customer’s inquiries.
* To liaise with inter departments & branches on customer issues.
* To ensure satisfactory rating to all audit reviews and SOX testing.
* Identify “at risk” customers and engage key contacts to resolve.
* Monitor and maintaining SAP system (CARS) to make sure the system running smoothly.

**Participated activities**

* Mercy Malaysia United Kingdom 2015 - current
* University Debate Club, 2002 – 2007

**Achievement**

* Secretary General’s Award – Diploma in Diplomacy awarded by the Institute of Diplomacy & Foreign Relations (IDFR), Ministry of Foreign Affairs Malaysia, Kuala Lumpur, 2012

**Language Proficiency**

language

|  |  |  |
| --- | --- | --- |
| **Proficiency** (0=Poor – 10=Excellent) | | |
| **Language** | **Spoken** | **Written** |
| Malay | 10 | 10 |
| English  Mandarin  Spanish  French | 10  5  5  5 | 10  2  2  2 |