**NUR **

**Personal Particular**

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| **Email address:** **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 |
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**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**

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| * 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
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**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

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| **Proficiency** (0=Poor – 10=Excellent) |
| **Language** | **Spoken** | **Written** |
| Malay | 10 | 10 |
|  EnglishMandarinSpanishFrench | 10555 | 10222 |