

**NOR SHAFIKA BINTI MOHD MAZLAN, AHRI**

No.6, Jalan Bestari 2/3,  
Puncak Bestari,  
42300 Bandar Puncak Alam,  
Selangor Darul Ehsan.



Overall 10 years solid experienced in Quality management system with a demonstrated history of working in the food & beverages industry, hygiene industries and packaging industries. Skilled in Internal Audit, Documentation, Management, Continuous Improvement, and Software Documentation. Strong business development professional with a Bachelor's Degree focused in Bachelor of Science (hons.) Applied Science (Major Chemistry) from Universiti Teknologi of MARA.

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**PERSONAL PARTICULARS**

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Date of Birth	26 <sup>th</sup> May 1989
Status	Married
Nationality	Malaysian
Email	fikamazlan@gmail.com
HP No.	016 - 2223202
Language	Malay and English (Spoken and Written)

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**EDUCATIONAL BACKGROUND**

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<b>2009 – 2012</b>	Universiti Teknologi of MARA (UiTM), Perlis <b>Bachelor of Science (Hons.) Applied Chemistry</b> 3.25 (Second Class Upper)
<b>2007 – 2009</b>	Pre- University - Perak Matriculation College <b>Science (Biology)</b>
<b>2001– 2006</b>	SMK Dato' Haji Ahmad Badawi <b>Sijil Pelajaran Malaysia (SPM)</b>

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## EMPLOYMENT HISTORY

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**October 2017 –Current**

Quality Assurance Manager  
QA Department, **Hond Tat Industries Sdn Bhd**



Hond Tat Industries Sdn Bhd is a private, independently owned company, with more than 40 years of experience in providing film solutions. The brand started from producing consumer flexible packaging, and has ventured into providing solutions for a wider range of industry, such as manufacturing personal and feminine care, healthcare, food & beverages and household solutions.

Overall responsibility as Management Representative with focus on testing various function including requirements gathering, project planning, scheduling, writing test plans, writing and executing test cases, defect tracking and reporting. Others parallel in Operation Management, New Project Development as well as Safety, Health & Environment.

### ***Key responsible(s):***

#### **1. Monitor Overall QA Function**

- *Management Representative*
- *Responsible for effective Quality Management System*
- *Initiate and coordinate customer complaint investigation*
- *Work interactively across department for continuous improvements.*
- *Ensure In-coming, In-process & Out-going in specification*
- *Internal & External Auditor*
- *Supplier Management & Engagement*
- *Monitor overall plant Equipment's Calibration*
- *Liaise with external parties on quality audits & report.*
- *Lead in new certification process for other standards.*
- *Training*

#### **2. Safety, Health & Environment**

- *Responsible for effective Environmental, Safety & Health practices*
- *Responsible for Scheduled waste monitoring and adopt best practices*
- *Responsible for monitoring LEV, Noise (Initial, positive & additional), Audiometric Test, Chemical Exposure and corrective actions.*
- *Established Environment Aspect Impact (EAIA)*
- *Established Hazzard Identification Risk Assessment & Determine Control (HIRADC)*
- *Established procedures for ISO 14001 & 45000 to adopt best practices.*

#### **3. New Development & Project Improvement**

- *Lead in new development of PE Film – New Project*
- *Communication liaison with customer on new project and work based on project timeline.*
- *Key person for qualification process for new development involving regulation monitoring & documentation*
- *On-Site Technical support for new & existing developmen*

**May 2017 –October 2017**



Quality Assurance Executive (Material Specialist)  
QA Department, **Vinda (SCA HYGIENE MALAYSIA SDN BHD)**

**Vinda SEA** are leading manufactures of diapers, feminine hygiene, and other related products. Vinda runs four core business segments, namely Tissue, Incontinence Care, Feminine Care and Baby Care.

**Key responsible:**

1. *Established Incoming System for ISO 9001:2015 readiness*
2. *Receiving / Incoming Inspection*
3. *Supplier Management & Engagement*
4. *Supplier Audit & Monitoring*
5. *Material Traceability, Established & Execution Lead*
6. *Prepare documentation and presentation as appropriate.*

**Oct 2013 – May 2017**



Quality Assurance Executive  
QA Department, **MacFood Services (M) Sdn Bhd**

**MacFood Services Services (M) Sdn Bhd** is leading in production and distribution of meat and poultry products. The company's product portfolio includes beef patties, whole and processed chicken products, and processed meat.

Ensuring ingredients and products are delivered to customers without contamination or adulteration of quality and compliance programs. Act as spoke person to JAKIM for Halal-related requirements. Fully function as internal & external auditors.

**Key responsible:**

1. *Receiving / Incoming Inspection*
2. *Artwork Development*
3. *Halal Coordinator – Endorsed by Malaysia & Brunei Authorities*
4. *Regulation Monitoring*
5. *Supplier Management & Engagement*
6. *Management Review*
7. *Perform as both Internal Auditor and External Auditor for Quality Management System, Food Safety, Halal Compliance, Animal Welfare, Social Workplace Accountability (SWA Audit), Occupational Safety & Health*
8. *Coordinator for Technical Training*

**Aug 2012– Oct 2013**



Quality Assurance Executive  
QA Department, **Mamee Double Decker Sdn Bhd (Pacific Food)**

**Mamee Double Decker Sdn Bhd** is a Malaysia based company, manufacturing for Malaysian famous instant noodles. Their product interest ranging from snacks food to beverages. Food safety and quality are strictly monitor in ensuring specific coherent characteristics and regulations are met.

**Key responsible:**

1. *Receiving / Incoming Inspection*
2. *Artwork Development*
3. *Perform Supplier Audit & review Performance.*

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## PROFESSIONAL TRAINING & CERTIFICATE

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- 2022 ISO 9001:2015 Awareness Training
- 2021 Legal & Other Requirement
- 2021 3R Management
- 2021 Understanding RoHS
- 2021 Environmental Awareness
- 2021 Context Of Organization
- 2021 How to conduct Accident Investigation
- 2021 Safe Chemical Handling
- 2021 Effective Corrective & Preventive Action
- 2021 Risk Assessment
- 2019 Emergency Response & Preparedness Plan for ERP Team
- 2018 Safety Awareness in Workplace
- 2018 Fire Safety Training
- 2018 Industrial Chemical Storage, Handling & Disposal
- 2018 Import & Export Procedures
- 2018 ISO 9001:2015 Internal Audit
- 2017 ISO 9001:2015 Changes & Impact
- 2016 Microsoft Word, Excel and Power Point (Intermediate)
- 2016 Certified Human Resource Professional, Australian Human Resource Institute (AHRI)
- 2016 Training Needs Analysis Module
- 2015 Halal Assurance & Management System
- 2015 Integrating & Auditing ISO 18001 & ISO 14001
- 2015 Understanding integration of ISO 18001 & ISO 14001
- 2014 Develops & Implementing HACCP Plans in Meat Plant by Keystone Global Food Safety
- 2013 Certified Food Handler
- 2013 Internal Audit ISO 14001:2004
- 2012 Gold Medal Innovation Design UiTM Perlis
- 2011 Successful Organized Program Bakti Siswa UiTM Perlis
- 2010 Successful Organized Program Bakti Siswa UiTM Perlis

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## PREFERENCE

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Expected Salary (RM)	: 12,000.00 (Negotiable)	Willing to Relocate	: YES
Willing to Travel	: YES	Driving Licenses	: D
Availability (Notice)	: 1 Month		

