

# FATIN NADZIRAH BINTI MOHD AZRIYUDDIN

+6013-3745251

fatinnadzirah93@gmail.com

## EDUCATION

### **Bachelor of Science (Applied Chemistry)(Hons), 2013 - 2017**

International Islamic University Malaysia  
Dean's List student of Semester 2  
2015/2016, Semester 1 & Semester 2  
2016/2017

### **Foundation in Physical Science, 2011 - 2013**

Center for Foundation Studies  
International Islamic University Malaysia  
Dean's List student of Semester 3  
2011/2012, Semester 1 & Semester 3  
2012/2013

## FINAL YEAR PROJECT

### **Title**

The Effect of Vanillin on the Oxidative Stability of Palm Olein

### **Description**

The research was conducted to study the effect of vanillin on improving the oxidative stability of palm olein by using few thermal oxidative stability test.

Journal has been published in Malaysian Journal of Analytical Sciences in 2019.

## PROFESSIONAL CERTIFICATES

- ISO 22000 Food Safety Management System & HACCP (2018)
- ISO 45001 Occupational Health & Safety Management (2018)
- SL1M-Boustead Soft Skills Booster Training Programme (2017)
- IIUM ICOE Halal Foundation Course (2016)

## SKILLS

- SOP/ Policy/ Report writing
- Basic knowledge in Halal & Haram Chemistry
- Microsoft Office (Word, Excel, PowerPoint)
- Microsoft Outlook
- WebEx
- Sage
- Workday
- Navision
- Canva
- Language: English/ Malay

## CAREER HISTORY

### **AJ RESEARCH & PHARMA SDN BHD**

#### **Supply Chain Executive, Apr 2020 - Present**

- Assisted in the entire supply chain operation including shipping (inbound/outbound), warehousing, logistics & inventory.
- Liaised with forwarder for all shipments & transport arrangement (including custom clearance & delivery to warehouse).
- Prepared purchase order and payment voucher to supplier according to lead time including for packaging & raw material.
- Supported sales team in various function such as tracking customer order, stock return status, preparation of DO & invoice for cash sales order.
- Liaise closely with sales team in the confirmation of artwork prior to printing.
- Assisted on item code creation.
- Monitored the redressing status and replenished stocks to ensure it is at an optimum level.
- Highlighted on slow moving inventory to commercial team to work on the stock depletion plan.
- Worked closely with Finance Department on the monthly CN/DN posting for distributor margin claim, FOC goods, price difference & write-off.
- Assisted to ensure that the shipment sales no. is met as per target.
- Liaise closely with distributor for ROP request and branch transfer.
- Ensure that monthly reporting is updated accordingly as at month end closing or when necessary (primary sales, ageing report, stock report, commercial S&OP, demand & supply tool, MRP file, etc).
- Support Finance & Regulatory Department Audit by providing supporting documents needed.
- Assisted in SOP update.
- Filing & documentation.

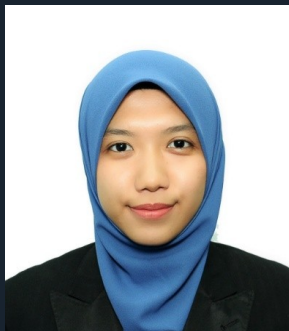
#### **Accomplishment**

- Was selected as AJRP Halal Committee.

### **MUNDIPHARMA PHARMACEUTICALS SDN BHD**

#### **Supply Chain Executive, Mar 2019 - Mar 2020**

- Assisted in the entire supply chain operation including shipping, warehousing, logistics & inventory.
- Liaised with forwarder for all shipments & transport arrangement (including custom clearance & delivery to warehouse).
- Prepared purchase order according to lead time.
- Supported sales team in various function such as tracking customer order & RCN status.
- Highlighted on slow moving inventory to commercial team to work on the stock depletion plan.
- Created new item code & maintained correct price list in distributor's system.
- Monitored the redressing status and replenished stocks to ensure that it is at an optimum level.
- Worked closely with Regulatory & Quality Team (for quota & import permit application, RWI maintenance for redressing purposes, batch & shipment release, etc.).
- Assisted in the completion of due diligence process and the signing of Services Agreement with forwarder.
- Prepared monthly closing reports and assisted in the month end stocks reconciliation.
- Assisted to ensure the shipment sales no. is met as per target.
- Maintained proper filing of shipping documents (invoice, packing list, CoA & DO).



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## REFEREES

**Aice Ching**

**+6012-903 4195**

Former Manager at Pfizer Malaysia

**Shalene Chong**

**+6012-509 2396**

Current Manager at AJ Research & Pharma

## Accomplishments

- Involved in Distributor's Nationwide Stock Take (Oct 2019).
- Participated in the Track & Trace Seminar held by PhAMA (Sep 2019).
- Joined the Hologram Briefing by Techno Secure Print (Aug 2019).
- Participated in weekly Consumer Team meeting.
- Assisted RA/QA Team during the voluntary recall period.
- Established good rapport with internal and external stakeholders.

## PFIZER MALAYSIA SDN BHD

**HR Admin Assistant, Oct 2018 - Nov 2018**

**HR SL1M Trainee, Jan 2018 - Sep 2018**

- Led the entire transition of Pfizer Staff Benefit from old process to new process.
- Revamped Pfizer Staff Benefit Policy and in-charged of Staff Benefit medicine and vaccine request for Pfizer Malaysia.
- Enrolled colleagues and dependents for company's medical insurance.
- Screened candidates for interview through career portal and completed reference check before offering the candidates.
- Prepared operational letters on an ad-hoc basis.
- Prepared department's minute of meeting regularly every week.
- Assigned phone extension number and activate access card for new colleague.
- Assisted in consolidating in-house training and team building program.
- Assisted in raising purchase order, follow up and track progress with the vendor, including the payment status of the vendor.
- Filing and documentation.

## Accomplishments

- Was invited to participate in the HR STPM Development Workshop.
- Led the entire Pfizer Staff Benefit process.
- Successfully guide the new PIC of Staff Benefit, transferred the overall process and prepared Staff Benefit SOP for future reference.
- Prepared the HR Initiatives summary for 2018 to be shared to all colleagues.
- Participated in the OWN-IT Day Fun Run.
- Participated in the Pfizer Care-A-Van Bootcamp and managed to gain knowledge on basic health screening.
- Volunteered for Pfizer Care-A-Van in October & November 2018 and managed to screen about 300 people from different ages and backgrounds.

## PHARMANIAGA MANUFACTURING BHD

**Practical Trainee, June 2016 - Aug 2016**

**Technical Services Department**

- Assisted in the preparation of protocol and documentation.
- Conducted analytical testing for required batches of intermediate products (auto-test, bulk density, disintegration, dissolution, related substance, assay, uniformity of content, etc).
- Participated in the Chemistry Laboratory Training given by the QC Executives and developed understanding on few related topics (eg: Stability of Drugs Product, Introduction to Pharmacopoeia, ISO 14001:2004, OHSAS 18001).
- Attached to the Halal, Quality Management and Production Departments and was being introduced to the Halal Assurance System Manual, Good Manufacturing Practice and overall activities of production which covers solid and galenical (liquid & cream) manufacturing.