



# ADNOR ATIQA AMMELIA ADAM

**BACHELOR OF ECONOMICS (HONS)**  
UNIVERSITI KEBANGSAAN  
MALAYSIA  
2013 - 2016  
CGPA: 3.50/4.00

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## PROFESSIONAL EXPERIENCES

### SUPPLY CHAIN LEAD (HOD)

GREENTECH ASIA PACIFIC SB | DEC 2019 - PRESENT

- Manage Supply Chain department
- Liaise with Local Authorities such as Customs, MITI, Chamber of Commerce and MIDA for new import and export items
- Prepare all related shipping documents and Invoice
- Procure all raw materials and packing materials
- Control Supply Chain department budget and expenditures
- Select carriers and negotiating rates
- Plan and monitor inbound and outbound shipment (FCL & LCL)
- Supervise logistics, warehouse, transportations and customer services
- Respond to any issues/complaints from customer in regards of product quality or shipment issues
- Work with other departments to incorporate logistics with company procedures and operations
- ISO 9001 & 14001 Certified Internal Auditor

### JUNIOR SCM & DOCUMENT CONTROL EXECUTIVE

MASCHINENFABRIK GERD MOSCA SB | APR 2017 - DEC 2019

- Maintained Daily Production Record and FG File
- Prepared daily Production Plan
- Prepared Order Confirmations, Sales Orders, Invoices, Purchase Orders, Commercial Invoices, Packing Lists and Inventory Movements using Syspro ERP and SQL
- Submitted COO to MITI and FMM
- Project Leader for Management Documentation

### FINANCE MANAGER

THE ZYFAS MEDICAL CO | JUL 2016 - MAR 2017

- Involved in monthly GST calculation and submission
- Managed daily payments, collections and outstanding balance in Credit Control division
- Prepared yearly financial statements
- Supervised the Finance department



## CERTIFICATIONS

**ISO 9001:2015 & ISO 14001:2015 INTERNAL AUDITOR**  
CERTIFIED INTERNAL AUDITOR

**LEVEL 2 CERTIFICATE IN BOOK-KEEPING AND ACCOUNT**  
LCCI INTERNATIONAL QUALIFICATIONS  
INTERNATIONAL LEVEL



## REFERENCE

### NAVEEN ANTONY (MD)

Greentech Asia Pacific Sdn Bhd  
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