

NURHIDAYAH BAHARIN

No.37 Jalan Serene 4/1, Serene Heights, 43500 Semenyih, Selangor

| 012 376 2032 | nhidayah.baharin@gmail.com |

To contribute towards the excellence of the organisation by applying and practising my engineering & business management knowledge whilst, expanding and elevate personal career development.

EXPERIENCE

JULY 2012 –
OCT 2017

**HUMAN RESOURCE AND ADMINISTRATION
MANAGER (AL-HIDAYAH GROUP SDN BHD)**

Responsible for recruitment, involve in remuneration issues, implementation of KPIs and execute the administration duties for company.

OCT 2009 –
APRIL 2012

**PROPERTY DEVELOPMENT EXECUTIVE (SALES & MARKETING
DEPARTMENT)**

Coordinate for marketing activities by conducting market research, assist in preparing advertising ads, liaising and provide networking channels for company in support for marketing plans and strategies.

SEPT 2007-
MARCH 2008

ELECTRICAL ENGINEER (UNION ALLOY (M) SDN BHD)

Coordinate procurement and management tasks for installation, maintenance and documentation projects with contractors.

EDUCATION

SEPT
2009

○ **MASTER OF SCIENCE IN ENGINEERING BUSINESS
MANAGEMENT, COVENTRY UNIVERSITY**

Received the International Merit Scholarship award

DEC
2007

○ **BACHELOR OF ELECTRICAL ENGINEERING
(ELECTRONICS)**

SKILLS

- Good knowledge in computer skills
- Excellent communication skills, both verbal and written
- Ability to collaborate with other team members