

# 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