



# NUR AFNIZAN JOHAN

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## PROFILE SUMMARY

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Committed and motivated with exceptional customer service and decision-making skills. Strong work ethic, professional demeanour, and great initiative. An enthusiastic self-starter with leadership and communication skills. Able to adapt to new environment quickly and willing to learn. Work well with others and possesses the soft skills required to achieve the organization's goals and objectives.

## EDUCATION HISTORY

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<b>2018-2022</b>	<b>:Universiti Teknologi Mara (UiTM, Shah Alam)</b> Master of Enforcement Law
<b>2010-2012</b>	<b>:Universiti Teknologi Mara (UiTM, Samarahan)</b> Bachelor of Administrative Science (Honours)
<b>2008-2010</b>	<b>:Universiti Teknologi Mara (UiTM, Samarahan)</b> Diploma in Public Administration

## PROFESSIONAL EXPERIENCE

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Feb 2020 - Dec 2021     Marketing Executive cum Office Admin, *Altair Engineering Sdn Bhd*

- Marketing Admin & Digital Marketing
  - Help with the creation and management of landing pages and EDM (via HubSpot and webinar platforms such as GoToWebinar, WebEx, and others).
  - Help with the planning and hosting of marketing events (80% virtual, 20% physical)
  - Using the company's content management tool to build landing pages for (events, webinars, etc.), and send automated and personalized emails
  - Support the preparation of detailed presentation for webinars
  - Help with the analysis of campaign creation
  - Assist with some ad hoc marketing administrative duties and related paperwork
  - Monitor and update contact database for ASEAN and ANZ region
  - Draft and edit Marketing material – for campaign creation
  - Liaising with related parties (internal & external) for lead generation.
- Talent Sourcing
  - To assist Head Section on the sourcing part and to liaise with the manpower agencies for CV requisition.
  - Liaise and maintain good and open communication with internal users pertaining to recruitment.
  - VISA for foreign employees - Assist in preparing the application forms and coordinating the documents for submission
  - Employment Pass application for foreign employees (this includes dealing with the government agencies - MDEC, Immigrations and Embassies).
- Office Administration
  - Record Keeping and Filing
  - Claims vetting and invoice handling
  - Answering phone calls
  - Courier arrangements
  - Assist with the booking of hotel accommodations for incoming guests.
  - Monitor the stationeries and pantry's supply.
  - Handling Regional Managing Director's travel plans and claims

- Insurance paperwork (renewal, updates, deletion, and claims)
- General office paperwork (office rental renewal/ agreement updates, license renewal and application, etc.)
- Issuing certificates for trainings
- Branch Office (Singapore & Australia)
  - General office admin as per mentioned above

Mar - Oct  
2017

Research Officer, SADU Unit (*Forest Department Sarawak*)

- Project and Training management
  - Coordinates project activities to ensure the project is on schedule
  - Provides administrative and logistical support
  - Training arrangement
  - Meeting arrangement
  - Progress tracking
  - Documentation
  - Record minute and prepare annual progress report for project
  - Ad Hoc Office administration
  - Claim handling (for project labourer)
  - Travelling report
  - Event management

Sep 2015 -  
May 2016

HR and Admin Assistant, *Altair Engineering Sdn Bhd*

- Talent Sourcing
- Office Administration

2013 - 2015

Higher Degree by Research Admin Officer, *Curtin University Sarawak*

- Handle all initial inquiries regarding Higher Degree by Research (HDR) matters.
- Liaise with external parties on administrative matters regarding Higher Degrees by Research.
- Coordination and execution of administrative communication between the R&D Office and other internal departments.
- Vetting prospective applicants Application for Admission forms (ensure the application meets the basic requirements such as: English requirement, university qualification, etc.)
- File and retrieve all HDR documentation, policies, and related documents.
- Be a focal point for the submissions and vetting of HDR documentation and forms for consideration by the Graduate Studies Committee.
- Monitor HDR students' study progress, updating the Student One database system and maintaining individual account ledgers for each HDR student.
- Liaising with Bentley's staff for HDR documentation and forms for consideration by the University Graduate Studies Committee
- Act as the Secretary of the Graduate Studies Committee, with responsibility for preparing the agenda and requirements for its meetings.
- Take, prepare, and distribute minutes of meetings.
- Arrange for the travel of the Associate Dean of Research Training
- Prepare administrative documents related to the Associate Dean for Research and Development's research activities.
- Prepare formal letters and documents that need to be sent to other parties/stakeholders.
- Assist in special events, workshops, conferences, seminars, press releases, etc.
- Alternate officer for Curtin-Sarawak Research Institute

## **SKILLS**

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Fluent in English and Bahasa Melayu (writing and speaking)  
Presentation and communication skills  
Basic Microsoft Office skills (Words, PowerPoint, Excel, Access)  
Webinar planning – Landing page creation, automation (workflow), EDM  
Webinar Hosting – GoToWebinar & WebEx platform

## **PROJECTS**

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- Smart Product Development Webinar May 27, 2021 (Landing Page creation) - <https://web.altair.com/smartproductdevelopmentwebinar>
- Altair EDEM Web Training Series: Malaysia July 27 – Aug 5, 2021 (Webinar hosting and planning) - <https://web.altair.com/edem-webinar-series-mys>
- Altair EDEM Web Training Series: Australia July 27 – Aug 5, 2021 (Webinar hosting in GoToWebinar)
- Altair Solutions and Technology Updates 2021 Webinar Series (On-Demand videos uploads) - <https://web.altair.com/solutions-tech-updates-watchondemand>
- Altair Solutions and Technology Updates 2021 Webinar Series (Landing Page creation) - <https://web.altair.com/wb-tech-updates-0>
- Road to Techlympics (Altair partnership with MaGIC)
  - Booth management for the event launch (Nov 10, 2021)
  - Landing page creation for the webinar "Simulation-Technology: From Equations to Complex 3D Models for Control Design" on Dec 8, 2021 - <https://web.altair.com/roadtotechlympic-simulation-technology-webinar>
  - EDM creation for the webinar "Simulation-Technology: From Equations to Complex 3D Models for Control Design" on Dec 8, 2021 - [https://web.altair.com/-temporary-slug-ce354a1f-84cc-4162-8ecf-e06b3c55858e?hs\\_preview=FLksPEny-61258849120](https://web.altair.com/-temporary-slug-ce354a1f-84cc-4162-8ecf-e06b3c55858e?hs_preview=FLksPEny-61258849120)
- Handling Canopy Imager for Vertical Tree Crown Mapping, 2017
- Tree Mapping and Extraction of Spectral Information from Hyperspectral Dataset, 2017
- Postgraduate Research Colloquium (Jointly organized by Curtin University & UNIMAS), 2014

## **REFERENCES**

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Name : Aspandiyar Karkaria  
Email : [aspand@altair.com](mailto:aspand@altair.com)  
Contact No : 0176815120  
Position : Director Marketing - ASEAN  
Company : Altair

Name : Rosmarina Mohd. Afandi  
Email : [rosafa@altair.com](mailto:rosafa@altair.com)  
Contact No : 0193444247  
Position : Finance Manager  
Company : Altair