

NOOR DIYANA BINTI ABDUL RAZAK

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PROFILE SUMMARY

I am Noor Diyana, a driven and adaptable Business Management graduate with a strong foundation in Human Resources, Financial Management, and HSE. With hands-on exposure in HR and operations at PETRONAS, and more than 3 years of experience in Health, Safety & Environment (HSE) focusing on facility management, I bring a well-rounded background in people management, compliance, and operational support.

Known for being detail-oriented, dependable, and committed to excellence, I have developed strong skills in stakeholder engagement, team coordination, data management, and workplace safety. My ability to thrive in structured corporate settings – while also being comfortable working on the ground in logistics, support services, and administrative roles – reflects my flexibility and adaptability.

A fast learner with strong interpersonal skills, I am passionate about continuous growth and ready to contribute across functions, from HR and banking operations to facility management and office administration, while consistently ensuring professionalism, accuracy, and customer focus.

Bachelor of Business Administration (Hons.) Universiti Poly-Tech Malaysia, Kuala Lumpur	Dec 2024
Sijil Tinggi Persekolahan Malaysia (STPM)	May 2020

EDUCATION RELEVANT COURSEWORK

Principles of Management | Financial Accounting | Marketing Management | Human Resource Management | Business Law | Organizational Behavior | Operations Management | Business Ethics and Corporate Governance | Financial Management | Business Communication | Entrepreneurship and Innovation

PROFESSIONAL EXPERIENCE

Petroleum Nasional Berhad - Human Resources (intern)30th December – 4th April 2025

- Assisted with recruitment processes including posting job ads, screening resumes, and scheduling interviews.
- Supported onboarding activities by preparing employment documents and coordinating orientation sessions.
- Maintained and updated employee records in HR databases, ensuring accuracy and confidentiality.
- Supported day-to-day HR operations such as filing, data entry, and email correspondence.
- Verified and compiled staff attendance and overtime data to support payroll processing.
- Prepared HR-related reports including attendance and training summaries for management review.
- Responded to employee HR queries via email and calls, providing timely information and support.

Live Hosting & Public Engagement Presenter — August 2025

- Conducted live streaming sessions to promote products/brands and engaged directly with audiences to enhance interaction and user experience.
- Utilized spontaneous communication and public speaking skills to deliver clear and compelling messages.
- Managed basic technical setup including camera, lighting, and audio before broadcasts.
- Boosted sales and brand awareness through effective audience engagement strategies.
- Monitored and evaluated audience feedback to improve future live sessions.

Factory Soap – Staff Marketing June 2021 – July 2022

- Learnt about the material of preparations product such as chemical substance • Working on improving the quality of the product that will be launched.
- Example for this field is packing the product fresh from the machine to consumer. • Provide the quality material of ingredient to serve.

Petron Petrol Station – Cashier Feb 2020 – May 2021

- Learned about the type of oil that is suitable for transportation.
- Attending the training and development on how to provide good services to the customers to gain their trustworthiness about our Petron station.
- Helps the consumer about the equipment provided at the Petron Station.
- Helping to solve the demands and needs of users from time to time as best as possible.

SKILLS & EXPERTISE

- Human Resources Operations – Recruitment, payroll support, employee engagement
- HSE & Facility Management – 3+ years' experience in workplace safety & compliance
- Risk & Safety Assessment | Workplace Safety Training
- Communication & Stakeholder Management
- Logistics, Administrative & Operational Support

TECHNICAL SKILLS

Account Management | Financial Reporting & Budgeting | Financial Analysis and Forecasting | Sales Strategy/Development | Client Relationship Management | Contract Negotiation CRM Software | Market Research and Analysis | Credit Risk Management tools

FINANCIAL KNOWLEDGE (ADDITIONAL)

- Understand of financial statement | Income statement | Balance sheet | Cash •Flow | Budgeting preparation
Basic Financial Ratio Analysis (Liquidity, •Profitability)
- Familiar with Financial Management Principle Exposure

- Basic knowledge about Anti-money laundering and financial management AML & KYC systems (e.g., Name Screening Tools, Transaction Monitoring Systems)
- Familiar with regulatory compliance (BNM Guidelines, FATF)
- Risk & Fraud detection
- Financial Regulatory Requirements
- Strong understanding of credit evaluation and risk assessment processes
- Strong organizational skills with the ability to manage multiple tasks and meet deadline
- Familiar with regulatory requirements and internal policies related to credit approval.
- Know well in interpersonal skills for effective coordination with internal teams and external stakeholders.

KNOWLEDGE AND CERTIFICATION

- Industrial Training Certificate – PETRONAS HR Department
- Exposure to HRIS (SAP & Human Resource Information System)
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Basic understanding of Malaysian Labour Law & Industrial Relations
- Customer service & cash handling experience
- Basic knowledge of logistics & warehouse operations
- Online collaboration tools (Microsoft Teams, Zoom, Google Meet)
- TBE License | Google Career Certificate – Completed

ACTIVITIES & LEADERSHIP

- Treasure of Business Club in Uptm around 2022-2023
- Volunteer for Blood Donation Drive in HR department
- Participated in a structured corporate learning program focused on innovation, collaboration and problem solving
- Attendee of Petronas Career talk : Future workforce in oil and gas

PROJECT EXPERIENCE

Product Development **June 2021 – July 2022**

- Manufacturing process Optimization in Soap Production
- Analyzed production line workflows and identified bottlenecks, reducing downtime by 15%.

• References

Name Lecturer - Zaid Bin Mat Yusop

Rank Position - Head Of BBA (Honours) Program

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