



JULIA BINTI MOHD YUSOFF



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: Kuala Lumpur, Malaysia
Punggol Central, Singapore

Nationality: Malaysian **Age:** 45 (born 1977)

Number of years working experiences: Approximately 23 years

Job profile/ experience in supply chain, project management, credit control, SAP, document controller, process improvement, administration, project administrator, crewing and project secretary.

Rate for Translation (English to Malay & vice versa):-

* USD0.05/word (negotiable for more than 2000 words)

* USD15 per page /per 200 words

* USD20 per hour

- i) Company Name : McDermott Asia Pacific Sdn. Bhd.
Nature of Business : Engineering, Fabrication, Project Management and Marine Installation Contractor
Position : Senior Crew Scheduling Administrator (Sept 2020 – presents)

Basic Functions

Responsible for the recruitment and mobilization/demobilization of offshore personnel to and from offshore working facilities, in conjunction with the support roles associated with the offshore personnel ie. Payroll, Travel and logistics. Coordinate International vessel crew logistics.

Tasks and Responsibilities

- Coordinate offshore crew recruitment process including interviews, reference checking, medicals, PPE, payroll and onboarding documentation, applying McDermott HR policies and procedures
- Development, maintenance and management of offshore personnel logistics roster
- Booking of helicopter, travel, accommodation, transfer and associated travel logistics for Offshore personnel
- Coordinate International vessel crew logistics
- Plan and implement travel logistics of crew mobilizing to/from site
- Liaise with the Offshore Administrators and Crewing and Logistics team to ensure that all crew movements are accurately recorded
- Coordinate with Sub-contractors to arrange approval of sub-contract personnel, required Project training, rosters, travel and logistics
- Update and maintain Offshore HR files, Visa database, Tax spreadsheets information, keep registers current including employee lists
- Coordinate the issuance of PPE

Private and Confidential

- Maintenance of MAPS personnel logistics database
- Personnel profile creation and maintenance in Client Travel System
- Applications of Visas for International Offshore personnel

- ii) Company Name : McDermott Asia Pacific Sdn. Bhd.
Nature of Business : Engineering, Fabrication, Project Management and Marine Installation Contractor
Position : Project Coordinator / Secretary (Jan 2019 – Aug 2020)
Client : PTSC Offshore Services Joint Stock Company (PTSC POS)
Project : Sao Vang – Dai Nguyet Development Project, Vietnam

Responsible to manage project coordination and working on the deliverables of the project. Comply with QHSES policy in making sure smoothness of the project onshore and offshore. Coordinating on the individually movement amongst the team members. Assisting the Project Manager on the documentation of the MDR and invoicing to the Client.

- iii) Fresenius Medical Care Malaysia (Medical Care/ Health Care) (Jan 2017 – Dec 18)
Position- Credit Control Analyst
Analyse key account for corporate, government funding bodies and individual, negotiating payment plan for OS debts 5 Mil. Monthly report submission for DSO. Negotiating payment plan for OS debts. Comply with process controls. Develop improvements strategies for AR process.
- iv) HESS Exploration & Production Malaysia B.V (Oil & Gas) (Nov 2012 – Jul 2014) Approximately 2 years.
Position- Buyer, Supply Chain Department

Conduct research, compile data, tender committee meeting, budget preparation, yearly travelling time management. Analyse supply chain management. Reporting branch activities i.e. Thailand, Indonesia, Malaysia and Philippines. Analyse incoming memos, submissions and reports to determine their significance and plan their distribution.

- v) Bumi Armada Berhad (Oil & Gas) (Sept 2011 –Oct 2012) Approximately 2.5 years
Position- Project Secretary
Client : Apache Corporation
Project : Armada Claire

Providing full secretarial and admin support to the project team in ensuring the smooth running of the project. Develop and maintain document control process for the efficient management. Coordinating travel arrangement for the Senior Vice President of the Project. QDMS, reports editing, time management, invoicing issuance, training and HSE attendance.

- vi) MSI Asia Pacific Sdn. Bhd. (Oil & Gas) (Sept 2007 – Oct 2013) approximately 6 years
Position : Project Secretary

Monitoring project time frame. Proposal preparation, QDMS, Coordination and administrative functions. Reports editing. Planner.

- vii) IntecSea Engineering Sdn. Bhd. (Oil & Gas) (July 2004 – August 2007)3 years
Position : Document Controller

Ensure all technical documents, such as reports, drawings and blueprints, are collected and registered in system . Use Quality Document Management Services - QDMS for everyday operations, maintenance and

quality control. Notify personnel of updated document versions and how to access them. Print and distribute documents as necessary Work with documents and records across various departments, including human resources, marketing and construction.

- viii) Hong Leong Finance (April 1996 – July 2004) 8 years
Position : Department Secretary

Secretarial functions to the HOD.

Diploma in Secretarial Course – Rima Secretarial College - 1998

Bachelor Degree of Business Administration in IT – APIIT College – 2000

First Aider Training Certificate – Cert Academy - 2020

Translation Courses / Kursus Perterjemahan Am – Institut Terjemahan & Buku Malaysia (ITBM) - 2020

Other key information:

- Language Proficiency : English and Malay, some Indonesian
Computer/Software : Microsoft Office & Windows environment (Words, Excel, Power Point etc.),
Visio Flowcharter, SAP, Kronos, Citrix, Kissflow
- SPORTS AND INTERESTS : Travelling, reading, bowling, table tennis, networking, badminton, chess,
volleyball, swimming and snorkelling
- OTHER ATTRIBUTES : Fast learner, independent, resourceful, excellent soft skills, great team leader
and player, Certified CPR and First Aid
- AVAILABILITY : 1 month notice
- EXPECTED REMUNERATION : Market rate (Negotiable)