

# Nur Izana



## Details

**Address:**

Setapak, Kuala Lumpur

**Phone:**

+6018 329 6888

**Email:**

[izana.anuar@gmail.com](mailto:izana.anuar@gmail.com)

**Status:**

Married

**Notice:**

2 Months

## Language

Bahasa Malaysia

English

## Core Skills

- PMO Experience
- Project Coordination
- Document Control
- Creative Design
- Innovative
- Project Planning
- Agile Techniques

## I.T. Skills

- MS Office
- Aconex
- NewForma
- SharePoint
- Adobe PS

## Summary

18 years' experience as Personal Assistant, Secretary, Document Controller in a demanding environment. Proven strong interpersonal and communication skills coupled with the ability to prioritise and manage multiple complex responsibilities efficiently and accurately. An independent and self-motivated professional, with proven research skills and strict attention to detail. Strong computer skills and a resourceful and reliable team member.

## Highlights

Accurate and detailed, Business Writing, Results-oriented, Administrative support specialist Excellent communication skills, Interpersonal skills, Resourceful Multi tasked

## Career Summary

***Mulia Property Development Sdn. Bhd***

Site Secretary

***Jan 2017 – Present***

(Exchange 106, TRX)

Reporting to Project Director

Handling Newforma EDMS System.

Processing Final Documentation & Project Handover.

Handling Final Documentation archiving.

Working solo on Project Completion.

Set-up remote access for 'Work from Home' due to Covid19 pandemic

***Arkitek MAA Sdn. Bhd***

Project Secretary & DC

***Oct 2014 – Nov 2016***

(MyTOWN Project, Chochrane)

Handling Aconex EDMS System

Process incoming & outgoing transmittal.

Controlling submission to PMC and contractor.

Implement quality control on documents.

Managing a Document Controller team

***Turner International LLC***

Document Controller

***June 2011 – Aug 2014***

(Merdeka 118, KL)

Handling Aconex EDMS System.

Controlling the document workflow.

Liaise with Project Team.

Completing documentation on time.

Done quality control on documents.

## Education

Diploma in Multimedia Application: Cosmopoint Technology  
Sijil Pelajaran Malaysia

# NUR IZANA BINTI ANUAR

*Professional Secretary with over 18 years of experience managing daily administrative support tasks and operations in multiple industry. Well-organized, quick learner committed to delivering high-quality results. Adaptable and versatile worker providing excellent customer service within dynamic environments.*



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Setapak, Kuala Lumpur

## WORK EXPERIENCE



*Mulia Property Development Sdn Bhd*  
*Site Secretary*

*Jan 2017 – Present*

*Attached with Project Department as Project Secretary for Exchange 106, TRX*

- Reporting to Project Director
- Setup project folders & facilitate project communication & monitoring process to ensure all work is undertaken within expected time-frames
- Ensure all correspondence letter, site instruction, reports, CPC is captured, managed and processed through company Electronic Document Management System (NewForma) at all time
- Ensure data management procedures comply with standard company policies
- Consult with end users regarding problems in accessing electronic content
- Monitor regulatory activity to maintain compliance with records and document management laws
- Prepare and submit data required for audits
- Communicate and liaise with Project Teams, Suppliers, and Authorities for documentation workflow, handover and close our project activity to ensure consistency of document control requirement
- Responsible for the daily management of PD's office
- Maintain PD's daily schedule, including forward planning of his workload, diary management and coordination and collating all relevant paperwork
- Taking minutes of meeting and preparing briefing materials and presentation when required
- Maintain strict confidentiality and loyalty and interact professionally with all levels of management, staff and business associates



*Arkitek MAA Sdn Bhd*  
*Secretary cum Document Controller*

*Oct 2014 – Nov 2016*


*MyTown Project, Chochrane (COMPLETED)*

- Reporting to Managing Director
- Performed personal duties for MD's
- Provide full secretarial and admin support to the project team and department to ensure the smooth running of the department operations
- Maintained appointment calendar
- Coordinate calendars, travel and hotel
- Composed, typed, distributed daily reports and routine correspondences
- Arranged meetings/conference calls as needed
- Created and regularly updated/maintained organization chart
- Developed Power Point Presentations
- Administrator for ACONEX document system
- Maintain records of Architects and assist in their movements
- Take minutes of meeting and maintain records for the operations and project team
- Responsible for developing comprehensive systems and procedures for maintaining document control and change control of documents
- Ensures data control and distribution of project documents through EDMS (Aconex Workflow), including registration
- Updating the Document Submittal Register and generate reports like reports on pending issues
- Responsible in the weekly and monthly report
- Implement standard procedures for receiving, dispatching, distributing & filing of documents being handled in the section
- Filing/Storing and data maintenance in such a manner that information should be available for all concerned persons at any time

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 Setapak, Kuala Lumpur



*Turner International LLC  
Document Controller*

*Jun 2011 – Aug 2014*

*Warisan Merdeka Tower Project, PNB118*

- Report to Project Control Manager
- Handling incoming and outgoing documents (manual & electronic)
- Administrator for 'Aconex' (EDMS)
- Prepare procedure for documentation
- Handle all the submission from Consultants & Contractors
- Maintain and monitor procedures, manuals and handling of computerized database system to ensure good documentation flow
- Upkeep all maintenance, engineering manuals, technical documents, technical drawings, technical codes and standards, technical references, CD's and contracts documents
- Ensure the timely turnaround of documentation issued internally or received externally
- Assist in the development of project specific procedures, and reporting formats to meet project requirements
- Provide internal and external reports to ensure project deliverables meet project schedule
- Ensure project drawings and documents are issued in a controlled manner and within agreed time-scale, this includes work pack preparation and issue
- Prepare and maintain relevant register and proper filing methods



*HW Lima Sdn Bhd  
Personal Assistant*

*Dec 2009 – May 2011*

- Reporting to Managing Director
- Responsible for the daily management of MD's office
- Maintain MD's daily schedule, including forward planning of his workload, diary management and coordination and collating all relevant paperwork
- Taking minutes of meetings and preparing briefing materials and presentation when required
- Advise MD of impending work deadlines for both internal and external commitments
- Ensure the well-being of the MD is taken care of
- Maintain strict confidentiality and loyalty and interact professionally with all levels of management, staff and business associates
- Responsible for documents control for entire office in particular, design office & project office
- Assist the Marketing team in documentation
- Set up & maintain protocols and procedures for document filing/control etc.
- Coordinate application & maintenance of CIDB and other business licenses
- Keep track of company's incoming email



*Chemical Company of Malaysia Berhad  
Secretary*

*Feb 2005 – Nov 2009*

- Report to Group Legal Manager
- K.I.V the appointments and daily schedule of Group Legal Manager
- Attend meeting Group Legal Manager as and when requested
- Hotel and travel ticket reservation for Group Legal Manager
- Taking minutes during meeting
- Prepare power point in slides for presentation of Group Legal department meeting and budget to the board
- Prepare Internal Memo on behalf of Group Legal Manager to other departments or subsidiaries
- Update filing system for easy reference
- Coordinate meeting – arrange meeting rooms and tools
- Also engage partially with Corporate Affairs when needed.