



AKHIEDRA HAIRUDDIN

SECRETARY

Administrative support professional experienced working in fast-paced environment demanding strong organizational, technical and interpersonal skills. Trustworthy, ethical, and discreet; committed to superior customer services. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects; able to multi-task effectively.

OBJECTIVE

To obtain a position as a secretary with your good company. Bringing skills in scheduling appointments, handling general office management, handling correspondence and knowledge of inter-departmental support procedures to contribute to the mission of company.

SKILLS

- *Managing diaries and making appointments
- *Travel and hotel arrangements
- *Preparing and distributing papers and documents for meetings
- *Taking minutes
- *Meet & greet client/visitor
- *Maintain calendar
- *Maintaining filing systems
- *Answering the phone

EXPERIENCED

PERSONAL ASSISTANT TO Y.A.M TUNKU DATO' SERI NADZARUDDIN IBNI TUANKU JA'AFAR • SYARIKAT PESAKA ANTAH SDN BHD • 2019-2020 • PRIVATE INVESTMENT, POWER GENERATION, IT & TELECOMMUNICATIONS INDUSTRY (Contract Basis Nov '19 – Jun '20)

To provide support to the YAM Tunku Dato' Seri Nadzaruddin Ibni Tuanku Ja'afar :

- *Acting as the point of contact between the executives and internal or external colleagues/visitors
- *Organizing meetings and booking meeting rooms
- * Handling correspondence directed to Tunku
- * Making travel arrangements and detailed travel itineraries
- * Producing reports and presentations
- * Maintaining the current filing and database system, and looking for ways to improve current systems
- * Liaise with contractors, designers
- * Update Calendar, as a reminder to Tunku
- * Prepare expense claims, cheque



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and queries

* Photocopying and printing

* Maintaining record and list of office equipment/stationery

* Liaise with building management/invoices / utilities bills/staff parking/ company cars

Using various computer packages - Word, Excel, PowerPoint, SAP system, UBS system, Publisher,

* Manage drivers roaster, arrange drivers for urgent dispatch, airport pickups and vehicle servicing.

* Handles confidential correspondences, record and filing and ensures its confidentiality

* Keep track of prior scheduled appointments and issue timely reminders accordingly

* Handle daily correspondence, forward it to relevant sections and attend telephone

PERSONAL DETAILS

I / C Number : 780604145148

Gender : Female

Age : 43 Years Old

Weight / Height : 58 kg / 163 cm

Nationality : Malaysian

To provide support to the Deputy Chairman:-

1. Arranging itinerary for business travels, booking of flights and hotel arrangements.
2. Preparation of all internal documentation such as claims, payment requests, cheque preparation, courier documentation, related banking works.
3. Prepares and type letters, memos, correspondences, reports, etc.
4. Compiles documents, Annual reports, brochure for meeting and overseas trips.
5. Arrange record overseas telephone calls.
6. Receive visitors, screen and channel telephone.
7. Arrange coordinate and schedule appointments or meeting for Deputy Chairman.
8. Arrange drivers for urgent dispatch, airport pickups and vehicle



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Race / Religion : Malay / Islam

Marital Status : Married

Children : 3

Health : Excellent

Spoken / Written : Malay
(Excellent), English (Good)

Hobby : Outdoor
activities and reading.

Availability : Immediately

servicing.

9. Handles confidential correspondences, record and filing and ensures its confidentiality.
10. Monitor action plans for the Deputy Chairman as and when required

SECRETARY TO PROJECT MANAGER • GOM RESOURCES
SDN BHD • 2014-2016 • OIL & GAS INDUSTRY

1. Responsible for providing effective secretarial /administrative assistance and support to the Functional Reporting Manager.
2. Organizing and prioritizing the day to day activities and workload of the Functional Department.
3. Administrative works including but not limited to filing, typing, photocopy, fax, emails & telecommunications, prepare expenses claims, business travel arrangement, document dispatch, ensure department facilities& stationaries in order, maintain meeting/appointment diary-reminder, prepare minutes of meeting, official correspondence and others secretarial/admin duties.
4. Liaise with HR department on special request or requirement.
5. Liaise with GOM's internal department on project/proposal request & requirement.
6. Ensure all duties carried out to the satisfaction of Functional Reporting Manager.
7. Assist PM on bidding/tender



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**SECRETARY TO HRVP • GOM RESOURCES SDN BHD • 2014-2016 •
OIL & GAS INDUSTRY**

1. Prepare correspondence, reports, presentation & materials for VP.
2. Setup Vice President travel arrangements.
3. Setup accommodation & entertainment arrangements for company visitor.
4. Maintain Vice President calendar.
5. Prepare and maintain Vice President expense report, leave records, & keep track on disbursement.
6. Setup, coordinate meetings, appointments, interviews & conferences.
7. Create, transcribe & distribute meeting agendas & minutes.
8. Answer telephone & handle in appropriate manner.
9. Meet & greet client and visitors.
10. Perform general secretarial duties.
11. To assist in preparation of documents, resignation, transfers, contract extensions/end, probation, confirmation, etc.
12. Implement effective sourcing, screening, and interviewing in attracting talents and hiring.
13. Handle all administrative tasks for on-boarding, new hire orientation, and exit interviews.
14. Develop, review, and update HR and company policies, and promote understanding and compliance among all staff.
15. Manage staff's attendance, movements, and leaves.
16. Coordinate staffs's target (KPI) settings and performance appraisals.



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OPERATIONS SECRETARY • EXPRO GROUP SDN BHD • 2012-2013 • OIL & GAS INDUSTRY (Contract Basis 1 Year)

1. Travel & Hotel Arrangement
2. Prepare Expense Report
3. Update Utilization
4. Crews Movement (Mob/Demob)
5. Framework update
6. Timesheet
7. Visa/Work Permit App
8. Arrange Training for personnel
9. SAP System
10. Smart card application
11. Chopper booking
12. Create PR/Invoice

CREWING EXECUTIVE • BUMI ARMADA BHD • 2011-2012 • OIL & GAS INDUSTRY (Contract Basis)

1. Raise PR/PO/GRN(SAP System)
2. Update roster for crewing
3. Filing documentation
4. Any general admin duties
5. Assist on preparation for presentation.
6. Liaise with international agency for source the crews.
7. Prepare Independent Contractor Agreement (ICA) for FPSO & FSO.
8. Update insurance coverage for crews/Filing.
9. Travel & Hotel Arrangement



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ACCOUNT & ADMIN EXECUTIVE • STERLING INSURANCE BROKERS SDN BHD • 2010• INSURANCE INDUSTRY

Accounting and Management Information System:-

1. Ensure all accounting entries are posted on weekly basis without error.
2. Ensure that all AP and AR entries are processed on weekly basis to ensure no disruption to weekly postings.
3. Ensure all documentation with regards disbursement of expenses are made accordingly on weekly basis prior to the actual payment.
4. Ensure all premium brokerage and claims are received banked in weekly basis and their documentations are updated on weekly basis.
5. Ensure all creditor reconciliations and bank reconciliation are completed on monthly basis by month end and the appropriate adjustment to be made to the accounting records by 10th the following months month

Daily routine :-

1. Bank-in chq for RHB & CB
2. Log in all payments out in cashbook excel
3. Issue CB chq to insurer
4. Issue RHB chq to clients

SECRETARY CUM ADMIN ASSISTANT • NATIONAL OILWELL VARCO • 2009• OIL & GAS INDUSTRY

1. Do filling and administration duties
2. Perform secretarial support duties and all general duties
3. Travel & Hotel Arrangement
4. Prepare Expense Report



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ADMIN ASSISTANT • WEATHERFORD SOLUTIONS SDN BHD • 2008 • OIL & GAS INDUSTRY

1. Tender preparation
2. CAT Project-Full Medical Checkup and Defensive driving
3. Visitor Orientation
4. Training-WPTS Orientation, 8 GEMS, EEP Preparation, Safe Start & Environment Orientation
5. Safety Monthly Meeting-Minutes, Invitation & Follow up-Action Points
6. Client meeting
7. QHSSE Monthly Reports-Statistic, Headcount, Management Participation, Audit & KPI
8. Update observation card & OFI Summary
9. Travel Arrangement & Hotel Booking

ACCOUNTS OFFICER • WEATHERFORD MALAYSIA SDN BHD • 2008 • OIL & GAS INDUSTRY

1. Make payment and Issue cheque
2. JDE System-Update cash book
3. Trial Balance
4. Bank Recon for the end of the month
5. Filing, coding and ageing.

ACCOUNTS CLERK • KOPERASI UDA HOLDINGS SDN BHD • 1996-2007 • LOCAL BUSINESS

1. Update cash book, ledger book
2. Prepare of monthly financial statement, bank recon and trial balance
3. Prepare of midyear bank recon.
4. Issue cheque, coding, filing.
5. Payroll
6. Liaise with EPF & Socso



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EDUCATION

MASTER EXECUTIVE BUSINESS ADMIN
PROFESIONAL CERTIFICATE FOR SECRETARY & BUSINESS
MANAGEMENT
INSTITUTE GENERASI, KUALA LUMPUR
PASS- CGPA : 3.22

SIJIL PELAJARAN MALAYSIA (SPM)
SEKOLAH MENENGAH TAMAN BUKIT MALURI, KEPONG
PASS- GRADE

REFERENCES

Person 1

Din Aziz Halim

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Person 2

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