

AZRENA BINTI AZHAR



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To secure a responsible career opportunity in my professional secretarial and administration field and to fully apply my vast experience multitasking and skills, while making a significant contribution to the success of a company.

JULY 2016 TO PRESENT

ADMINISTRATOR AND EXECUTIVE SECRETARY- FINANCE, DANAJAMIN NASIONAL BERHAD AND BANK PEMBANGUNAN MALAYSIA BERHAD (BPMB)

- Multitasking effort in Administration, Human Resource and IT units (Danajamin) and Finance, Procurement and Recovery (BPMB), for respective unit while serving the CFO and managing the secretarial duties at same time.
- Assist in Administration capacity on sourcing vendors for office equipment for the relocation project and upkeep the maintenance contract for the office.
- Ensure all Facility Office condition i.e. PABX Comms System, Office Cleaning Services, Mailing Services, Electrical System Access and photocopier machine in order and usable.
- In charge of invoice checking of office facility and prepare for payment requisition and payment.
- Managing staff under CFO purview i.e. checking claims, annual leaves, updating personal data of staff, maintain staff appraisals and training attendance and related human resource matter.
- Arrange for an interview session with a candidate with the hiring manager.
- Meeting preparation and organize calendar invite and prepare minutes of meeting upon request by chairman of meeting.
- Compilation of meeting report papers from other for submission to Company Secretary.
- Handled a report checking submission on time and sorting out calendar event for top executive and working level.
- Sourcing out for trainers for team building and training programmes for staff under CFO.
- In charge in coordination of Team building and retreat offsite for all departments under CFO in logistic, accommodation and trainer provider.
- Time management skills, staying focus and completion task on time for job success.
- Data entry in record keeping, manage file systems and upkeep database.
- ✚ **Achievements in Danajamin:** Promoted from Secretary to Executive Secretary to be handling more tasks in 3 units under Finance while serving the Director of Finance with secretarial duties. Manages very well while in Finance Department that consisted of 3 different units with 3 different scopes i.e. Finance, Administration and IT. All task given by Director of Finance well delivered and received recognition from yearly appraisals.

FEBRUARY 2010 – JULY 2016


SECRETARY – INTERNAL AUDIT/FINANCE, DANAJAMIN NASIONAL BERHAD

- Initial was recruited under Director of Internal Audit to handle and manages the secretarial duties for the team member.
- Adaptability in duties change from handling a desk job condition to an ad hoc task in managing administering the working level in their job specification.
- Thereafter, Danajamin was restructuring and was recommended to join the Finance Department in Danajamin serving the Director of Finance.

JULY 2001 – JANUARY 2010

CONFIDENTIAL SECRETARY, PUBLIC BANK BERHAD

- In Public Bank, serving to a Company Secretary confidentiality is the key matter as all information received are related to Company and Board of Directors.
- Communication is highly demanded by the Co Sec in handling and communicating with the Board of Public Bank.
- Writing skills must be competently in order to draft minutes of meeting (management level) for further distribution to Exco members.
- Time management is key issue in directive to comply to good governance in distributing minutes of meeting to respective on time.
- Data entry and adaptability in Company Secretarial environment is needed for any changes in task such as handling of written minutes to planning and assist an AGM event annually.

 **Achievements in Public Bank:** Received recognition from Company Secretary in manages well with the Board of Director of PBB in communication and governance with a good training minutes writing for management meetings.

YEAR 1998 – YEAR 2001

EXECUTIVE PERSONNEL & TRAINING, CREDIT GUARANTEE CORP BERHAD


- While serving in Personnel & Training, being assigned to proposed in reports process and method for recruitment based on interview conducted via interviewer analysis.
- Arranging interviews slot with Management and interviewee.
- **Prepare recruitment report from the interviewer evaluation form for recommendation for a new recruitment to Management for approval and hiring process.**

 **Achievements in CGC:** Valued for the recruitment process and recommendation proposal paper write up for approval and staff welfare matter.

YEAR 1996 – YEAR 1998

EXECUTIVE ASSISTANT TO GROUP EXECUTIVE CHAIRMAN, GLOMAC BERHAD

- All secretarial duties and managing the GEC with other top executives in Glomac Berhad
- Acting as liaison officer for GEC in meeting appointments with top government from the GLC and etc.

 **Achievements in Glomac Bhd:** Promoted to Executive Assistant from Secretary in Sales and Marketing Department upon closure of promotion in Property Launch for Project Development.

EDUCATION

1993 - 1995

ADVANCE DIPLOMA, SUNWAY COLLEGE

1991 - 1993

DIPLOMA, RIMA SECRETARIAL COLLEGE

1986 - 1990

SPM, SEK MENENGAH SEAPORT

SKILLS

- Excellent communication skills with all level
- Competently written skills
- Ability to multitasking
- Ideal Event coordination