



## NADHIRAH YUSREEN BINTI MOHD NASRUDDIN

### Personal Details

- Address : No 22, Taman Pinggiran Sekamat, Lorong 5, Kg. Sungai Sekamat, 43000 Kajang Selangor
- Marital Status : Married
- Age : 32

### Core Competencies

- Personal Assistant with a Master's Degree in Business Administration and Bachelor's Degree in Human Resource.
- Specialized more in Human Resource Management, Organizational Behavior and Strategic Management.
- Administration in Business Center and Secretaries managing other Directors involving top management
- Microsoft Office : Ms Word, Ms Excel, Ms PowerPoint

## ● ABOUT ME

- ✓ An individual who willing to gain experience and exposure in the related field (**Business Administration and/or Human Resource**) while improving myself to become an asset for the respective organization.
- ✓ Agile. Able to work together with other people or being self independent. Willing to learn new things, quick to adapt, organized, passionate, responsible and self discipline.

## ● PROFESSIONAL EXPERIENCE

MARCH  
2016 –  
March  
2022

### HEITECH CORE 01, HEITECH PADU BERHAD

#### Personal Assistant to CEO / Executive Secretary

- Personal assistant to CEO including managing his family arrangement.
- Provide support to CEO and management team with full range of office management and administrative duties.
- Maintain confidentiality in all aspects of client, staff and organization information and interact with clients, visitors and vendors.
- Liaise with other department's organization's secretary to schedule appointments.
- Arranging meeting and do greeting visitors at all levels of seniority;
- Organizing and maintaining diaries and making appointments;
- Dealing with incoming email, faxes and post, often corresponding on behalf of the CEO.

#### Senior Administration Executive in Business Center

- Responsible for providing general administrative support and clerical services, in ensuring effective and efficient operations for the organization. This includes day to day scheduling of meetings, claims, timesheet and business trips of the CEO, COO and all key management members. They are - 1 CEO, 2 COOs and 5 Business Directors.
- Involvement in the yearly Budget and Business Plan preparation, and facilitating Corporate Planning Department in completing the due process. That includes strategic discussion and brainstorming ideas for long term business plan.
- Maintain daily and weekly office calendar in coordinating the operational processes and meetings.
- Schedule meetings, conferences, committees, as required, attends meetings, take notes.
- Monitoring daily office operation in complying with company's policies and procedures such as clean desk policy and cleanliness.
- Involve in ad-hoc projects or assignment as such tender preparation and specific event for customer and business partner.

## Language Skills

- ✓ Bahasa Malaysia :  
Excellent in speaking  
and writing
- ✓ English : Excellent in  
speaking and writing

## Reference

**PUAN NORAZAH SAMION**  
Head, Human Capital  
Management & Business Center  
& Supervisor  
HeiTech Core 01  
Menara HeiTech Village,  
Persiaran Kewajipan , USJ 1,  
Subang Jaya, Selangor  
Contact no: +6013 3311666  
Email:  
norazahs@heitech.com.my

**MUHAMAD IZZUDIN BIN  
AZAHARI**  
Vice President, Finance &  
Delivery  
HeiTech Core 01  
Menara HeiTech Village,  
Persiaran Kewajipan , USJ 1,  
Subang Jaya, Selangor  
Contact no: +6019 2772592  
Email:  
izzudinazahari@heitech.com.my

## Contact



yusdira90@gmail.com



+60193710665

## Junior Administration Executive in Business Center

**DEC 2013  
– MARCH  
2016**

- Responsible for providing general administrative support and clerical services to management and all staff in order to ensure effective and efficient operations for the organization. Including as per below:
  - 1.To place order and inventory stock control of stationary matters.
  2. To prepare monthly travelling and refreshment report.
  3. To perform other duties such preparing the advertisement blast or template such as wisdom of words.
  4. Experienced for being a temporary receptionist and assist in giving access card to customers and vendors for them to enter DR rooms.
  - 5.Assisting the HR department as well such as interviewing, updating and filing employment data and calling candidate for an interview confirmation.
- Scheduling of CEO, COO and all management Members.
- To ensure organizations's daily operation is adhered to company's policies and procedures such as ensuring in clean desk policy of the workplace and conducting spot check activities as to ensure the cleanliness at all times.
- To provide administrative support to management team and employees (role of business center)
- To assist in any ad-hoc projects or assignment as such tender preparation and submission and company event management.

**JULY2013  
– DEC 2013**

### Practical Trainee at HeiTech Managed Services Sdn Bhd

- Responsible in handle administration matters such as preparing the monthly travel report, several advertisement blasts and birthday template for the benefit of business centre's KPI, outdoor tasks and to be up-to-date regarding the stationary balance stock control.
- Apart from that, assisted in HR matters such as updating the Human Resource Information System (HRIS) and setting up an interview session for candidates.

## EDUCATION & CREDENTIALS

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|------|--|
| 2018 | ● Arshad Ayub Graduate Business School (UiTM Shah Alam)<br>MBA<br>CGPA : 3.00/4.00         |
| 2014 | ● UiTM Kampus Bandaraya Melaka<br>BBA (Hons) Human Resource Management<br>CGPA : 3.22/4.00 |
| 2012 | ● UiTM Kelantan<br>Diploma in Business Management<br>CGPA :3.42/4.00                       |
| 2007 | ● Sek Men Teknik Lebu Cator, Ipoh<br>SPM   |