

# NUR ILYANI BINTI SODDRI

## SECRETARY



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### OBJECTIVE

Responsible to serve good support service in providing high-quality Executive Personal Assistance and administrative to the Chief Finance Officer.

### EXPERIENCE

#### Sep 2014 – Dec 2014

HR Assistant, LTS Logistic, Penang

- To assist HOD in recruitment and payroll matters.
- To handle HR matters in Mak Mandin's Branch.

#### Dec 2014 – Dec 2017

HR cum Legal Officer, UOB Kay Hian Securities (M) Sdn Bhd, Penang

- Liaise with Securities Commission and Bursa Malaysia Berhad in applying for licenses for Dealer Representatives.
- Liaise with Securities Industry Development Corporation in conducting In-House training programs for Dealer Representatives.
- To prepare monthly Compliance Report for submission to SC.
- To prepare Annual Return to submit to Bursa Malaysia Berhad.
- To prepare Company Demand Letter to clients.

### EDUCATION

#### 2005 to 2009

Sijil Pelajaran Malaysia (SPM),  
Tunku Kurshiah College

#### 2011 to 2014

Bachelor of Administrative  
Science & Policy Studies, UiTM

#### 2016 to 2017

Master of Public Administration,  
USM

### KEY SKILLS

- Recruitment
- Staffing
- Office administration

### ACTIVITIES

- Volunteering in Lean In Unconference 2019, "Experiencing Breakthrough: Hear it, See it, Be it".

**Jan 2018 – Apr 2019**

Assistant Manager HR cum Legal, UOB Kay Hian Securities (M) Sdn Bhd, Penang

- Prepare the advertisement for the vacancy, arrange an interview for HOD & send an invitation interview for the candidate (recruitment & staffing).
- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- To handle the arrangement of various In-House training & courses for DR & staff. Liaise with Training Providers for Corporate training.
- Update training attendance for each course and prepare monthly reports.
- To handle matters pertaining to CMSR License to ensure it is done in a timely manner & in full compliance.
- Assisting the HOD in preparation of the Monthly Compliance Report. To assist in the preparation of Company Notice for Clients.
- To assist in Company Complaint cases. Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- To assist in property & tenancy matters.
- To assist & coordinate in company legal matters.
- To assist in the preparation submission of the report to regulatory bodies.
- Communication & Liaising with authorities & regulatory bodies on regulatory matters.
- To prepare Annual returns to submit to Bursa Malaysia Berhad.

**May 2019 – Apr 2020**

Junior Admin & HR Executive, Serunai Commerce Sdn Bhd

**Personal Assistant to CEO**

- Arrange all the daily schedules and meetings.
- Arrange all the traveling & accommodation purposes.

- Participating 2018 YCM Series held by Young Corporate Malaysia to gain insight knowledge from corporate leaders and experts from the industry.
- Directly involved in strategic planning assignments for Corporate Finance license, Investment Advice license, and Islamic Stockbroking Window for UOB Kay Hian Securities (M) Sdn Bhd.
- Leadership

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## Human Resource

- To be responsible for liaising with the recruitment agency on matters pertaining to new hiring. Arrange an interview for HOD & send an invitation interview for the candidate (recruitment & staffing). Ensure that newly hired employees are properly oriented about the company.
- Making sure all exit interviews are done upon the resignation of staff/ employees.
- Ensure complete, up-to-date, accurate and accessible records are kept for all employees. Responsible for the general welfare of all employees.
- Universities engagement for new talents, (UM, UPM, UKM & MMU).
- To handle the arrangement of various In-House training & courses for staff. To prepare a monthly payroll summary for HOD.
- To create a new SOP for Admin & HR Department.

## Administration

- Office administration
- Claims, billing, and invoices
- Licenses
- Staff attendance, traveling arrangement & welfare

## June 2020 - Present

Secretary to Chief Finance Officer, Agrobank

- Effective Cost Management – To manage cost against Divisional Budget.
- Screening of incoming calls and visitors to the CFO's Office and forwarding to respective personnel or department.
- PMS and Leave administrator.
- Compile and update Company Secretary on the latest progress of the raised issues in the Management Meetings.
- To ensure reports submission to BNM meets the dateline.
- Manage and update information on the departments' portal on the intranet within the stipulated time frame.
- Perform as the Division Meeting's Secretary.
- Disseminate information, maintain good relations, and have effective verbal and good communication with all staff at all levels.
- To strictly protect and control all private & confidential documents/information.

Notice period: 3 months.      Expected salary: RM 5,000 (negotiable)

## REFERENCES

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Puan Noorliza Binti Zahid, Agrobank  
Head of Accounting Department  
03-27311871

Puan Junaidah Binti Abdul Shukor, Agrobank  
Section Head, Asset Liability Management Department  
03-26142646

