



Mazlina Binti Baba

No 29 Jalan DB6/2

Taman Desa Budiman

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To provide secretarial support to the assigned department for efficient management of the day-to-day activities which include final job satisfaction for my life ultimate's goals and company's goals as a whole.

Working Experience

Feb 2022 – Aug 2022

PERSONAL ASSISTANT TO GROUP MANAGING DIRECTOR (CONTRACT) UKM HOLDINGS SDN BHD | BANGI, SELANGOR, MALAYSIA

Industry Education

Specialization Secretarial/Executive & Personal Assistant

Role Personal Assistant

Position Level Junior Executive

RESPONSIBILITIES & DUTIES

Responsible for supporting high-level executives and management or entire subsidiaries, university & division. Provides administrative support and performs numerous duties and requests.

1. Answering call, taking messages and handling correspondence
2. Maintaining diaries and arranging appointments
3. Typing, preparing and collating reports
4. Filing
5. Organizing and servicing meetings (producing agenda and taking minutes)
6. Managing Databases
7. Prioritizing workloads
8. Implementing new procedures and administrative systems
9. Liaising with relevant organization and clients
10. Coordinating mail-shots and similar publicity task
11. Logging or processing bills or expenses
12. Acting as receptionist and/or meeting greeting clients
13. Operate office equipment

BOD & Management Meeting

14. Timely preparation of board meeting, matters arising, resolutions, collating of board papers and others documents relating to corporate secretarial.
15. Timely preparation of management meeting, papers, reports and others documents relating to Corporate Secretarial and Committee members.

Jan 2019 – Aug 2019
Oct 2019 – Dec 2020

**SECRETARY TO DEPUTY VICE CHANCELLOR/ CHIEF EXECUTIVE OFFICER
(CONTRACT)**

PART TIME ADMINISTRATION TO CEO OFFICE (TEMP)

HELP UNIVERSITY/ ACADEMY | KUALA LUMPUR, MALAYSIA

Industry Education

Specialization Secretarial/Executive & Personal Assistant

Role Secretary/Personal Assistant

Position Level Junior Executive

Responsible for supporting high-level executives and management or entire departments.
Provides administrative support and performs numerous duties and requests.

RESPONSIBILITIES & DUTIES

1. Answering call, taking messages and handling correspondence
2. Maintaining diaries and arranging appointments
3. Typing, preparing and collating reports
4. Filing
5. Organizing and servicing meetings (producing agenda and taking minutes)
6. Managing Databases
7. Prioritizing workloads
8. Implementing new procedures and administrative systems
9. Liaising with relevant organization and clients
10. Coordinating mail-shots and similar publicity task
11. Logging or processing bills or expenses
12. Acting as receptionist and/or meeting greeting clients
13. Operate office equipment

Feb 2012 - March 2018

**SECRETARY TO CHIEF RISK OFFICER/ SENIOR VICE PRESIDENT BUSINESS DIVISION
EXIM BANK BERHAD | KUALA LUMPUR, MALAYSIA**

Industry Banking / Financial Services

Specialization Secretarial/ Executive & Personal Assistant

Role Secretary/ Personal Assistant

Position Level Non-Executive

RESPONSIBILITIES & DUTIES

Provide full secretarial support including assist on Management Personal matters to ensure a high-level service & confidentiality are maintained.

1. To provide and organize general secretarial duties to CRO's Office
2. Schedule for both internal & external, report, call screening, travel arrangements, personal claims, contact business card, ensuring CRO's is well-prepared with document required for meetings.
3. Arrange and manage CRO's personal request i.e., daily newspaper and etc.
4. Set up (new file) and maintain current filing systems in CRO's office.
5. Operate office equipment for CRO's office.
6. Timely preparation of Board Risk resolutions. board committee papers and others documents relating to corporate secretarial.
7. Timely preparation of Management Risk Committee (MRC), papers, reports and others documents relating to Corporate Secretarial and Committee members
8. Raise Payment Requisition Form (PRF) upon instruction from others HOD's
9. Point of contact for office supplies stationery, letterhead, envelopes business for the division.

Others

1. Make necessary arrangement division meeting and activities, dinners and reservation of restaurant.
2. Attend to visitors; request any refreshments required, logistic arrangements.
3. Handle incoming mail and other material
4. Collate information, managing and distributing within the office
5. Maintain databases for easy reference and retrieval
6. Ensure good working relationship is maintained with all departments

2004 - Nov 2011

ADMINISTRATIVE SECRETARY/ASSISTANT MEPS (1997) SDN BHD

Industry	Banking / Financial Services
Specialization	Secretarial/Executive & Personal Assistant
Role	Secretary/Personal Assistant
Position Level	Non-Executive

Provide general secretarial and administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

RESPONSIBILITIES & DUTIES

Provide general secretarial and administrative support to Senior Manager (SM) and eBusiness Department: -

1. Handle and organize daily routine for Senior Manager including maintain the Senior Manager's calendar, appointment, scheduling, contact business card, filing, coordination and arrangement of meeting both internal and external, travelling, accommodation, claims, phone call and ensuring the Senior Manager is well-prepared with any document required for meetings.
2. Undertake special assignments, ad-hoc functions and related duties as and when required by the Senior Manager.
3. Format outgoing letter, memo and circular. Prepared where appropriate.
4. Prepared and coordinate any festive card required on any related festival.
5. Coordinate communication and follow up on the instructions by the Senior Manager to the respective staff.
6. Arrange department meeting and taking minutes.
7. Arrange; send invitation and follow-up the attendee's confirmation for business committee meeting, seminar and any events related to the department required.
8. Attend to visitors; request any refreshments required, logistic arrangements for meetings.
9. Manage all requests for access to systems or data by internal or external parties.
10. Arrange; send invitation and follow-up the attendee's confirmation for business committee meeting, seminar and any events related to the department required.
11. Attend to visitors; request any refreshments required, logistic arrangements for meetings.
12. Manage all requests for access to systems or data by internal or external parties.
13. Attends to telephone calls, faxes, e-mail, courier service, filings, sorting and distributing of daily incoming mail.
14. Compile and distributed weekly report, circular, minutes meeting and any document are required.
15. To assist with human resource functions such as maintaining staff leave, claims, training or seminars.
16. Maintain filing system and assuring accurate document filing for easy access & retrieval.

INVOLVED IN CORPRATE EVENTS

EXIM BANK BERHAD

- Breakfast Talk with Brokers (Committee)
- Tea Talk with Brokers (Committee)
- Hari Raya Open House (Dept Committee)
- Festive Gift to Client (Dept Committee)
- Bank CSR (Committee)

MEPS (1997) SDN BHD

- FPX Re-Launched Preview for Business Partners (Working Committee)
- Re-Launched New Edition of FPX & MEPS Direct Debit (Working Committee)
- MEPS IBG Investment Bank e-Share Project (Working Committee)
- MEPS Community Project – Mangrove Planting Tree (Leader)
- MEPS@Horizon Official Opening (Working Committee)

Education

2014	University Utara Malaysia (UUM) Diploma in Business Studies/Administration/Management Malaysia Major I Office Administration I CGPA 3.6
2008	RIMA Secretarial College Kuala Lumpur (RIMA) Certificate in Executive secretary and Business Admin Malaysia Major I Secretary I Pass
1994	Convent Girl Primary School Kuala Lumpur (CPR) Sijil Pelajaran Malaysia Major I Commerce I Pass Grade II

Skills

- MS Office, Email, Internet Browsing and Office Tools Professional
 - Good communication, customer service and relationship-building skills
 - Team working skills
 - Organization and time management skills
 - Attention to detail, tact, discretion and diplomacy
 - Negotiation skills
 - Assertiveness
 - Flexibility, ability to be proactive and use initiative: to see what needs doing and to do it
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Languages

Proficiency level: 0 - Poor, 10 - Excellent

Languages	Spoken	Written
Bahasa Malaysia	10	9
English	10	8
Bahasa Indonesia	4	2

Additional Info

Preferred Work Location Kuala Lumpur/ Malaysia

Other Information

Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

Education and Experience: -

- relevant training or qualification
- knowledge and experience of relevant software applications including spreadsheets and database management
- knowledge of administrative and clerical procedures
- knowledge of business principles
- proficient in spelling, punctuation, grammar and other English language skills
- proven experience of producing correspondence and documents
- proven experience in information and communication management
- required typing speed

Reference

Encik Amirul Faizal Mohd Farid (Former colleague: EXIM Bank)
012-373 1816
Special Officer to Senior Minister (MITI)
AVP/Consultant – Marketing & Business Advisory Department MIDF/MITI
I Kuala Lumpur

Dr Shireen Sheamala Thomas PHD (Former Lecturer in RIMA College)
016 676 9364
Lecturer
HELP Academy/ University I Kuala Lumpur