



NUR SYUHADA BINTI ABU BAKAR
 nursyuhada.abs@gmail.com
 019-2278693
 08th June 1993 (29 y/o)
 Denai Alam, 40160, Shah Alam, Selangor

Objective

Seeking a position to enhance my skills and abilities in the industry that offers professional growth while being resourceful, innovative and flexible.

Educational Background

2013 – 2016 : Bachelor of Event Management (HONS.), UiTM Kampus Puncak Alam, Selangor
 2011 – 2013 : Diploma in Office Management & Technology, UiTM Kampus Seri Iskandar, Perak

Employment History

- 1. MAXIS BERHAD, Menara Maxis Kuala Lumpur**
 Personal Assistant Specialist to the Chairman
 April 2022 – Present
- 2. KDEB WASTE MANAGEMENT SDN. BHD., Shah Alam**
 Executive Secretary to Managing Director
 April 2018 – March 2022

Job Descriptions

- Dealing with correspondences & phone calls.
- Managing diaries, organise meetings, appointments & events.
- Controlling access to the superior, booking and arranging travel & transport.
- Typing, compiling and preparing reports, memos, letters & presentations.
- Managing databases & filing systems.
- Liaising with all level of staffs, suppliers, clients & contractors.
- Compiling all operation data from all twelve (12) branches on monthly basis.
- Dealing with all Head of Branches regarding operation documents.
- Preparing letters for subcontractors & board papers for Board of Directors based on requirements.
- Attending meeting with *Pihak Berkuasa Tempatan* (PBTs) & potential clients.

- 3. WORLDWIDE HOLDINGS BERHAD, Shah Alam**
 Administrative Assistant (Human Resource & Administration Division)
 1st June 2017 – March 2018
- 4. SIME DARBY LEADERSHIP CENTRE, Ara Damansara**
 SL1M Booster Classroom Training (Group Head Office)
 4th May 2017 – 20th May 2017
- 5. AVON COSMETICS (M) SDN. BHD., Petaling Jaya (HQ)**
 Internship Program - Public Relation (Marketing and Communications Department)
 January 2016 – June 2016

Skills

Language: English & Bahasa Melayu
Typing: English & Bahasa Melayu
Microsoft: Word, Excel & Power Point

Competent
Advanced
Competent

References

1. Mr. Mohd Idris Bin Mohamed Yusof
 General Manager Operation
 idris@kdebwm.com

2. Mr. Rosley Bin Abdul Jalil
 Manager, Administration and Integrity
 rosley@wmsb.com.my

KDEB WASTE MANAGEMENT SDN. BHD.

- Participated in Vehicles Handover Ceremony for all twelve (12) PBTs in Selangor

AVON COSMETICS (M) SDN. BHD.

- Participated in every AVON's product launching throughout internship

Universiti Teknologi MARA (UiTM)

BACHELOR DEGREE, Committee Member

- Sponsorship Department, Backpackers' Day 2015 Carnival (Final Year Event)
- Public Relation Crew, Young Entrepreneur 'Mind Your Customers' Forum (KPDNKK)
- Protocol Department, Greentech Expo 2015 (Kumpulan Media Karangraf)

DIPLOMA, Committee Member

- Corporate Leader, Motivational Talk (Hilal Asyraf)
- Marketing Crew, Charity Concert (Shila Amzah)
- Marketing Crew, Charity Concert (Akim AF)
- Marketing Crew, Acoustic Concert (Aizat Amdan)

Sports Participation

- Mount Kinabalu Expedition January, 2022
- XPDC 11.11.16 UiTM 60 Puncak 1 Malaysia (Malaysian Book of Records)
- XPDC 11.11.11 UiTM 30 Puncak 1 Malaysia (Malaysian Book of Records)
- Fit Malaysia Run 10KM (Kementerian Belia dan Sukan Malaysia)
- Ice Watch Run Women's Open 5KM (The Marathon Company)

Volunteer Works

- Iftar Ceremony with the orphans, 2022 (My Fund Action)
- International Greentech & Eco Products Exhibition & Conference Malaysia, IGEM2016 (Kuala Lumpur Convention Centre)
- Formula 1 Petronas Grand Prix 2016 (Sepang International Circuit)
- Wings of KKB International Bird Race 2016 (Majlis Daerah Hulu Selangor)
- Maybank Global Banking CSR's Treasure Hunt 2015
- Spartan Race Sprint 2015
- Volunteer Open Day 2014 (TV3 Malaysia)
- Putrajaya BSN Night Marathon 2014