



ROSMAHANIM MOHAMAD KAMAL

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SUMMARY

Highly-motivated Executive Secretary with extensive experience in Oil & Gas company, Pharmaceuticals and Hospitality. Areas of expertise including High level - Corporate and middle management, organizing events, team building meetings, employee engagement, filing, meeting room booking facilities, travel bookings, transportation arrangement, reports, Possess exceptional interpersonal skills, work extremely well in a team and communicate effectively with colleagues, customers and clients.

HIGHLIGHTS

- Event management organizer
- Good interpersonal and oral communication skills
- Focus and driven
- Deadline-driven
- Microsoft Office package- Work, Excel, Powerpoint, Teams
- Good time management

ACCOMPLISHMENTS ENGINEERING OIL & GAS

With TechnipFMC

- Focal point contact for the arrangement of travel, letter of invitation, manage itinerary, hotel, travel for APAC Countries
- Organize all kick off meeting for APAC Countries, Town Hall Meeting, Quarterly meeting
- Compilation of reports from APAC Countries to be presented to the Chief Operating Officer Subsea -Asia Pacific (one a month with a deadline)
- Support the Vice President of other APAC Countries
- Assist APAC Director Integration & Synergy Director Integration support to the Director (Offshore & Onshore)
- Ensure Visa have been arranged to other APAC Countries on time before visit
- Join the volunteer team to help the needy eg, visit Hospital Sungai Buluh during Chinese New Year, brought kanak kanak Chow Kit and orphanage house for a shopping and breaking fast during Ramadhan, Visit a school at Kuantan after the flood for cleaning services and etc etc
- To submit the Time sheet and approve the Time sheet for other Vice President before deadline
- Manage Cash Advance with balance sheet
- Manage APAC Video Conferencing Meeting Every week for BOR Review and coordinate connection with IT department smoothly

- Manage Calendars
- Work across boundary

ACCOMPLISHMENTS PHARMACEUTICALS

With Bayer Co (M) Sdn Bhd & UCB Pharma Sdn Bhd

- Ensure promotional materials are being deliver on time
- Tender submission completed with sample comply to government request to bid
- Focal point for the contact of customer service eg doctors, clinic, hospital and medical representative
- Ensure all reimbursement for doctors are being submitted on time
- All sample sheet to sign by doctors to return back to the Distributor
- Extra task to manage MSH associations activity and organize conference for doctors
- Stock take exercise

EXPERIENCE

8/22-Current

Pets Corner Sdn Bhd

**No 30 Jalan 4/32A, Pusat Kepong Batu,
Jalan Kepong, 51200 Kuala Lumpur**

Reporting to the Director & Owner

- Administrator Role
- Manage Pantry, Roster
- Manage Task on Company Farm
- Printing of name cards, access card & Courier
- Assist HR Department, IT Department, Administration department
- Researcher for Company Projects
- Travel bookings & Hotel arrangement
- Attend Meetings and detect minutes of meeting
- Arrange drivers
- Coordinate Meeting with Sales & Meeting
- Arrange catering for function
- Meeting material preparation for meetings
- Managed filing in soft and hardcopy
- Manage petty cash and raise purchase order
- Assist the Customer department for Customer Service Role
- Manage Visa for Travelling

3/2022-8/2022

MTG Capital Sdn Bhd, Suite 246, Blok 6, Laman Seri Business Park, Seksyen 13, 40100 Shah Alam

Reporting to the CEO

- Researcher
- Travel bookings & Hotel arrangement
- Attend Meetings and detect minutes of meeting
- Arrange drivers

- Coordinate Meeting with Sales & Meeting
- Arrange catering
- Meeting material preparation for meetings
- Managed filing in soft and hardcopy
- Manage petty cash and raise purchase order

1/2021 - 2/2022

Home Cook Delivery Business, Jalan Ipoh, Kuala Lumpur

- Supplying home cook food at the school canteen, stalls, and offices
- Part time Secretarial Work online

5/2012 -12/2020

TechnipFmc – Jalan Inai, Tun Razak, Kuala Lumpur

Reporting to the COO Subsea from 2012-2016

Reporting to the Director from 2017 -2020

- Full support of Asia Pacific country (Malaysia, Singapore, China, Australia, Vietnam, Indonesia) including Paris & Brazil Region communication across with the corporate office
- In charge of travel, Hotel arrangement and itinerary
- Compile monthly report from APAC Countries and send to the COO
- Screen visitors and calls
- Ensure application of visa requirement before travelling
- To submit travel expenses and time sheet
- Coordinate meeting rooms booking, Video Conferencing
- Schedule Meeting and manage calendars
- Arrange driver and transportation
- Coordinate Town Hall meetings, monthly meeting, weekly meetings and quarterly meetings arrangement
- Catering arrangement and stationary order,
- Reply mail on behalf of the boss
- Meeting material preparation for meetings
- Managed filing in soft and hardcopy
- Manage petty cash and raise purchase order
- Scanning of name card
- To action on Client request and important mails
- To update leave plan for managers
- Ad hoc work from time to time
- Handle office equipment

10/2007-05/2012

Bayer Co (M) Sdn Bhd, Section 13, Petaling Jaya

Reporting to the Director of Sales

- Travel arrangement, transportation and hotel booking
- Arrange meeting venue, materials for symposium and talk
- Effectively arrange for doctors claim reimbursement
- Filing of documents
- To negotiate on price given for quotations
- Maintain the store room inventory report and the cleanliness

- Submission of invoice on time to the Finance department
- Deal with the Hotel for meeting quotations
- Update daily sales report
- Follow up with supplier on the purchase of gimmicks and to send via allocation
- To file up the sample chit form and submit to the distributor
- To arrange catering for indoor meeting
- Tabulation of report for the Sales Representatives commission
- Focal point for customer service function for Malaysia via mail and telephone
- Download reporting every weekly
- Arrange meeting via Teleconference and VC

08/2003-10/2007 **UCB Pharma Asia Pacific Sdn Bhd , Jalan Universiti, Petaling Jaya**

- Travel arrangement, transportation and hotel booking
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2011-2020 Freelance Tourist guide with the Ministry of Tourism for Ten years with a license in English & Bahasa Malaysia

EDUCATION

1997

Diploma in Private Secretarialship

Rima Secretarial Finishing School

2001

Stamford Diploma in Executive Secretaryship

at Stamford College

Current Salary : RM5,000.00 with KPI

Notice Period : 3 months