



Jasmi Asnami

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ASPIRATION/OBJECTIVE :

Jasmi aspires to be in a position where her resourcefulness, planning, organization skills, creativity, leadership and account management skills can significantly contribute to a company's growth and profitability, thereby providing her satisfaction that she is serving the Company well.

CONTRIBUTION TO THE COMPANY :

Jasmi's previous achievements place her in good stead to contribute to her employer in the following skills and work experience that she has acquired: -

- She was part of the support team of the President & Chief Executive Officer of Takaful Ikhlas Family Berhad, taking on his professional challenges to turn around the Company and make it competitive in the takaful market to include driving business process re-engineering as part of the transformation program, fixing the legacy issues, while undertaking internal rebuilding capabilities across the entire company workforce.
- Being part of the support team of the Chief Business Officer BSN who leads the Business Operations of BSN with healthy growth by 109% in 2019 as compared to 2018 and strengthened the Bank business strategies, which have seen tremendous growth in BSN to include sustaining the Bank's leading position in Micro Financing with a solid track record by leading ten other Micro Financing institutions with 39% shares of the total market
- She was the first person employed by Edgen Murray Malaysia and has been an integral part of the Company's business ever since. Her involvement has been tremendous, from assisting with the initial Company set up, processing the first-ever order, and obtaining the ISO9001 certification. Had it not been for her persistence, the Company would never have obtained the Company's Petronas

EDUCATION

- Diploma in Public Administration and Law (CGPA:3.34), from MARA Institute of Technology (UiTM), Malacca

KEY SKILLS / STRENGTH

- *Competence, conscience & commitment*
- *Good Time Management & Coordination* - Able to manage one's own time effectively& efficiently
- *Fast Learner* - Can grasp and understand new ideas quickly
- *Good Managerial Skills* - Able to supervise and manage subordinates effectively
- *Service Orientated* - Has the skill and patience to handle demanding customers/clients

COMPUTER SKILLS

- *Microsoft Office, PowerPoints, etc*
- *Orisoft HCM Management Software*
- *Stratix steel and metal industry Software*

GENERAL INFORMATION

- Date of Birth:9 June 1975
- Languages :
Spoken: Bahasa Malaysia (excellent), English (excellent)

Written: Bahasa Malaysia (excellent), English (excellent)

license, which is a crucial document for operating in Malaysia.

- Successfully organized a Company's event on "Special Programme on the Assessment and Management of Mercury Generated by Oil & Gas Industry" that involved the DG of the Ministry of Environment, a United Nations Environment Program, Switzerland representative, and DELA GmbH (the principal) during OTC 2014 for D&P Process Services Sdn Bhd;
- Part of the team member for Group HCM Department, Pantai Group of Companies succession planning;
- Successfully organized the monthly Group HCM Meeting of Pantai Holdings;
- Successfully organized the internal training programs by MEF for Group HCM personnel of Pantai Holdings;
- Successfully handled all lodging and ground arrangements for all foreign negotiators during the time two (2) Somali pirates hijacked MISC vessels in the year 2008;
- Successfully organized the MISC brokers (London Club based in London) site-visit to MMHE, Pasir Gudang for the Gumusut Project in February 2009;
- Committee member for Finance Unit, MISC - CSR / Outreach Program in 2008 involving 40-50 staff of MISC Berhad; and
- Secretariat for 5th Asia Maritime Conference 2008 held at the Kuala Lumpur Convention Centre organized by Malaysia's Shipowners' Association (MASA)

SUMMARY OF WORKING EXPERIENCE

Jasmi has vast working experience of more than 25 years as an Office Manager / PA, providing high level secretarial / admin support to the senior management team:-

Able to draft and prepare memos and letters, record minutes of meetings, prepare business reports and presentations, and handle private and confidential matters;

Prepare, manage and maintain confidential and sensitive documents with ownership and integrity, records & maintain an organized filing system for smooth data retrieval;

Analyzing and coordinating the administrative, technical, and commercial aspects of the Tendering and Contract process and actively overseas/involved the efficient and compliant execution of all tendering and contract procedures according to the procurement standards and regulations and tracking the status and execution, ensuring alignment to project deadlines.

Organize and coordinate key meetings (ensuring meeting amenities, e.g., equipment and refreshment are available), special events and special assignments, and ad hoc duties as and when required;

Liaise with and provide administrative support to vendors/customers/clients on purchasing, personnel, facilities, and operational issues;

Prepare materials for meetings, arrange business events and travel arrangements;

Support and coordinate projects and directly involved in meetings, task force, and workgroups both internally and externally; and

Able to undertake special assignments, ad-hoc duties as and when required.

WORKING EXPERIENCE

Company : Takaful Ikhlas Family Berhad

Job Title : Personal Assistant

Duration : Nov 2020 - current

Industry : Insurance

Responsibilities:

- Complete a wide variety of administrative tasks for the PCEO, including managing an extremely active calendar of appointments, meetings, and travelings.
- Composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries and agenda; and compiling documents for travel-related meetings.
- Plans, prioritize coordinates and ensures the PCEO's schedule is followed and respected. Provides 'gatekeeper' and 'gateway' roles, creating win-win situations for direct access to the PCEO's time and Office.
- Researches, prioritize, and follow-ups on coming issues and concerns address to the PCEO, including sensitive and confidential ones. Determines appropriate course of action, referral or response.
- Provides a bridge for smooth communication between the PCEO's Office and internal departments, demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Works closely and effectively with the PCEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follows through on projects to successful completion, often with deadlines pressures.
- Company Secretarial Support
 - Taking Minutes of Meeting and preparing the Follow-up Actions for the SMC Meetings
 - captured the essential information of the Meeting to include the critical points of discussions, decisions, and assigned actions.

ACHIEVEMENT:-

Being part of the support team of the President & Chief Executive Officer taking on his professional challenges to turn around the Company and make it competitive in the takaful market to include driving business process re-engineering as part of the transformation program, fixing the legacy issues while undertaking internal rebuilding capabilities across the entire company workforce

Company : Bank Simpanan Nasional

Job Title : Personal Assistant

Duration : Oct 2018 – Nov 2020

Industry : Banking/Financial

Responsibilities:

- Secretarial Support
 - Prioritizing and scheduling meetings/appointments of the CBO effectively and efficiently
 - Arranging business trip/traveling (air ticket, hotel booking, transportation, and travel documentation)
 - Read and screened incoming correspondences, reports, calls, and visitors; made the preliminary assessment and essential material and organized documents, handled some matters personally, and forwarded appropriate materials to the superior and staffs
 - Reviewed, proofread, and edited documents prepared for submission to the superior and staff; responsible for composing letter and memorandum in response to inquiries, etc.
- Management of Corporate Office
 - Handling the key roles, responsibilities, and priorities of the CBO's Office, proactively built and maintaining a solid rapport (internal/external contacts) in order to provide high-level support service and disseminate the internal communication to all levels of the Bank employees on matters of priority for the organization
 - Provide the organizational support – follow the policies, procedures, instructions, and pre-determined guidelines to support the organization's goals and values
 - Planning and organizing – be flexible, filter information and assess priorities and be very diplomatic and discrete at all times, ensuring the information is organized and Liaise with internal and external contacts and act as the focal point for the Office. Proactively and to fit self with the extensive and best knowledge of the Bank; expect to learn who the best key personnel are (both internal and external)
- Administration
 - Filing – maintaining and updating the Office files and introducing standards
 - Monitoring office consumables inventory and delivery of material/service requested
 - To ensure all office equipment is working correctly by troubleshooting any problem that arises
 - To compile and prepare the CBO's business traveling bills in accordance with the Staff Entitlements and LOA guidelines for approval submission

ACHIEVEMENT:-

Been part of the support team of the Chief Business Officer BSN who leads the Business Operations of BSN with healthy growth by 109% in 2019 as compared to 2018 and strengthened the Bank business strategies, which have seen tremendous growth in BSN to include sustaining the Bank's leading position in Micro Financing with a solid track record by leading ten other Micro Financing institutions with 39% shares of the total market.

Company : Labuan Reinsurance (L) Ltd

Job Title : Special Assistant

Duration : April 2018 – October 2018

Industry : Re-Insurance/Investment

Responsibilities:

- Provide Executive Assistance to the Chief Executive Officer
 - Organize and maintain diaries and make appointments
 - Serves as the primary contact to the Chief Executive Officer. Conveys issues to the Chief Executive Officer as appropriate and follows up on actions needed
 - Handles the Chief Executive Officer's travel arrangements, including (but not limited to) outside seminars and conferences
 - Applies substantial knowledge in the coordination of sensitive reports and analysis (e.g., budgets, Board papers, and highly confidential correspondence)
 - Organizes and maintains the Chief Executive Officer's documents, records, and files, including processing expense reports and maintaining receipts
 - Assists in preparing, compiling, and reviewing agendas, papers, and presentations for the Board of Directors, Senior Management, and other stakeholders, where necessary. Prepares all presentation materials for the Chief Executive Officer using PowerPoint and maintains a presentation file/archive
 - Prioritize commitments and keep track of deadlines
- Handle Board Matters
 - Schedule the Board and Board Committee meetings and prepare the agendas
 - Collate all papers, compile and disseminate them within the stipulated timeline
 - Check minutes for all Board and Board Committee and Audit Committee meetings and submit them for comments and approval on a timely basis
 - Works with the Chief Executive Officer's direct reports and key stakeholders to ensure agendas, deadlines, and deliverables are met
 - Maintain a filing system for all Board papers and minutes and safeguard their confidentiality at all times.
 - Organize events involving the Directors and provide travel and other logistic support
- Secretary to the Management Committee
 - Schedule the Management Committee meetings, prepare the agendas, and take Minutes of Meeting
 - Collate all papers, compile and disseminate them within the stipulated timeline
 - Keep track of any follow-up actions arising from these meetings to ensure agendas, deadlines, and deliverables are met and completed by the relevant Management staffs
 - Liaise with the Management staff on behalf of the Chief Executive Officer
- Handle Internal Audit Matters
 - Act as an intermediary between the internal auditor and the head of the departments on the timing of the internal audit fieldwork
 - Arrange pre-audit meeting sessions between the head of departments and the internal auditor before the audit activities start
 - Coordinate the discussion on the draft audit report between the internal auditor and the department, and a joint session with the CEO to review the internal auditor's significant audit findings.
 - Follow-up with the head of departments to ensure adequate arrangements to monitor and follow-up on management action plans responding to recommendations for internal audits.

ACHIEVEMENT:-

The responsibilities were not intended to be exhaustive. From time to time, be required to perform and undertake special assignments, ad-hoc functions and assume additional responsibilities commensurate with the level of seniority, qualification, and work experience.

Company : Edgen Murray Malaysia Sdn Bhd

Job Title : Office Administrations Manager

Duration : Nov 2015 – Oct 2017

Industry : Steel Trader & Stockist

Responsibilities:

Essential Duties and Responsibilities:-

- Establishing a filing system for easier future retrieval
- Providing full support to the commercial team, which is based in Singapore, including typing quotations and tenders, assisting with collecting the tender packages, recording and tracking sales inquiries and quotation references, general sales filing
- Processing of sales and purchase orders received from customers by STRATIX software
- Analyzing and coordinating the administrative, technical and commercial aspects of the Tendering and Contract process and also supervising the tender process from the pre-qualification stage through to the final bid submission promptly
- Supporting the regional accounts and finance team by providing local assistance in the management of invoices, handling, reconciling, and preparing monthly statements for petty cash claims, and coordinating staff expense claims for payment
- Handling all HR and Administrative (all insurances related matters, coordinating staff traveling)
- The focal point for all business-related matters
- All administration duties include but are not limited to dealing with incoming posts, faxes, and e-mails, drafting and sending standard letters and e-mails, filing and scanning documents when required, purchase and record usage of postage, preparing all outgoing mail for collection, and coordinating courier services when needed
- Ensure all stationery is fully stocked with all essential business items and office consumables, liaise with supplies to ensure the best rate are achieved, and delivery is made on time
- Undertakes other special assignments, ad-hoc functions, and related duties as and when required by the Company

ACHIEVEMENT:-

She was the first person employed by Edgen Murray Malaysia and has been an integral part of the Company's business ever since. Her involvement has been tremendous, from assisting with the initial Company set up, processing the first-ever order, and obtaining the ISO9001 certification. Had it not been for her persistence, the Company would never have obtained the Company's Petronas license, which is a crucial document for operating in Malaysia. Well versed in STRATIX steel and metal industry software within three months.

Projects involved

1. *EPCIC of Mumbai High South Redevelopment, Phase 3 Project - ONGC (MHSRD III)*
2. *Provision to Supply IDC BDI Material Impact (Instrument Items) (P-EN-PI-KNPG-B-PR-075 REV 1) For Kinabalu NAG Phase II Project*
3. *Supply and Delivery of Beams, Plates and Seamless Tubular for (Wellhead Platform for Kinabalu Redevelopment Project*

Company : Petrotech Global Sdn Bhd

Job Title : Office Manager

Duration : Apr 2015 – Nov 2015

Industry : Oil & Gas (Downstream – Oil Trading)

Responsibilities:

Maintains Office Services

- Organizes and coordinates a wide range of office operations and procedures in order to ensure organizational effectiveness and efficiency; Controls correspondences;
- Reviews and approves supply requisitions;
- Liaises with other local agencies, organizations, and groups; and
- Maintains office equipment

Supervises Office Staff

- Assigns and monitors clerical and administration function; Recruits and selects office staff;
- Orientation and staff training; and
- Organise company activities and events

Maintain Office Records

- Designs filing system;
- Ensures that the filing systems are maintained and updated for easy retrieval; and
- Ensures the protection and security of files and records

Projects, HR, Finance and Accounts Support

- Provides full support to the Group Executive Chairman and Executive Director and directly involved in all project-related matters, preparation of tender/bidding documents, and following up with clients and contractors on timeliness and deliverables;
- Being involved in project meetings;
- Provides administrative support to the Finance Manager / Accountant in preparing invoices, Release Orders, Purchase Orders, etc.;
- Liaises with the Company's Secretary and assists in the preparation of authenticating/certifying all statutory documents; and
- Person-in-charge of all the HR related matters

Undertakes other special assignments, ad-hoc functions, and related duties as and when required by the Company

ACHIEVEMENT:-

Successfully handled all aspects of the uploading/discharging process (port approval, surveyor, analysis report, etc.) for the Sales Contract of 180CST Low Sulphur Fuel Oil for the quantity of 1,009MT

Company : D&P Process Sdn Bhd

Job Title : Office Manager

Duration : April 2013 – Mac 2015

Industry : Oil & Gas (Upstream)

Responsibilities:

For this new start-up company, Jasmi was the focal person and proactively involved in the administration of the office management, correspondences, and travel arrangements for the Company's staff.

Finance and Accounting

- Controlled, reconciled, and ensured all aspects of the Company's bank accounts (receivables and payables) and other related matters of finance & accounts (issuance of payment vouchers, sales/project invoicing, banking-related matters, etc.) to ensure it met up with the Company's compliance; and
- Invoiced the clients

Administrative / Procurement

- Introduced and maintained the Company's filing system;
- Handled the correspondence/transmittal (incoming/outgoing) documents; Handled the Company's insurance-related matters;
- Involved in any purchase inquiry, evaluation of supplier/contractor bid, issuance of purchase/service order, expediting and
- material receiving inspection etc

Human Resources

- Handled all scopes of HRM covering compensation & benefits (leave, overtime, claim, etc.), insurance-related matters (personnel & project), training, recruitment, salary (salary pay, statutory deduction, etc.); Prepared and Introduced standard format of Employee Hand Book;
- Involved in legal/secretarial related matters (Company's Incorporation); and
- Handled the Company's Petronas Licensing and Registration related matters

Tendering and bidding process

- Prepared all related administrative documents & to prove read the Technical & Commercial Paper before submission to ensure the submission complies with client's bidding format submission
- Represented the MD's Office in liaising with third clients, i.e., Petronas Group, Petronas PSC companies, other major player oil & gas companies, business principal and other third parties internally; and
- Coordinated special events organized by the Company

ACHIEVEMENT:-

- *Invoiced all clients accurately and promptly; and*
- *Followed up with clients on the invoices and to receive their payments on time*

Projects involved (amongst others):

- *Provision of Wellhead Desander Operations and maintenance Contract for KIKEH (MURPHY);*
- *Supply of Module, SPRTN, 06001023, Membrane, MGGE, HPM & Indicator, DP Filter, MR31492 @ RESAK (PETRONAS CARIGALI);*
- *Provision of Sand Scrubber Package and Services for Kinabalu (KNDP-A) Debottlenecking Project (SBO);*
- *Fabrication of Membrane Module and R&D Prototype for High CO2 Gas Field (SEPSYS1.1) (PETRONAS RESEARCH); and*
- *Kinabalu (KNDP-A) Debottlenecking – Provision Project Sand Scrubber Package and Services (TALISMAN - PBJV)*

Company : Amanah Raya Berhad

Job Title : Assistant Manager

Duration : Apr 2011 – Mac 2013

Industry : Public Trustee/Investment

Responsibilities:

Secretarial Support to Senior Management Team

- Managed and maintained a diary, arranging meetings and travel arrangements effectively and efficiently;
- Prepared confidential and sensitive documents as and when required by the superior, ensuring confidentiality at all times; Managed high-level meetings including preparing agenda, compiling materials for meetings, speeches, and conferences;
- Act as secretary of the Meeting and track and update the superior on status issues before scheduled meetings and follow up on what is necessary;
- Read and screened incoming correspondences, reports, calls, and visitors; made the preliminary assessment and essential material and organized documents. Also, handled some matters personally and forwarded appropriate materials to the superior and staff;
- Reviewed, proofread, and edited documents prepared for submission to the superior and staff; Responsible for composing letters and memorandum in response to inquiries; and
- Managed and maintained memberships

Management of Corporate Office

- Fits in with the extensive and best knowledge of the Company, expect to learn who the best key personnel are (both external and internal)
- Understand the organization's aim and objectives;
- Handled the key roles, responsibilities, and priorities of the GCOO, proactively built and maintained a strong rapport / relationship with every internal and external contact to provide high-level support service and disseminate the internal communication to all levels of Company employees on matters of priority for the organization.

ACHIEVEMENT:-

- *Able to conduct oneself in a manner that exhibits pride, ownership, integrity and confidentiality that positively contributes to the Company's performance;*
- *Ability to work under pressure and be flexible as part of a small team, ability to filter information and assess priorities and being able to be diplomatic and discrete at all times; and*
- *Thus far, had coped with extra "pressure and tension" as the year 2012 was a challenging year with the change of management, business directions, and the Company's drive*

Company : Pantai Management Resources Sdn Bhd

Job Title : Confidential Secretary

Duration : Feb 2009 – Apr 2011

Industry : Healthcare

Responsibilities:

Responsible for the planning and implementation of the secretarial and administrative functions of the Office of Group GM of HCM and assisted as well as facilitated him in discharging his responsibilities and job functions

HR Management Functions:

- Assisted the Manager in Charge in the payroll process and payment for statutory deductions, training, EA Form preparation, issuance of Letter of Increment, Promotion, Bonus and GL, etc.;
- Maintained personnel files (both electronic and hard copy) on filing, provided the necessary info to Finance Department and colleagues in their file;
- Assisted the HR Manager with new recruitment in liaising with agencies for filling positions, placed advertisement, followed up with candidates / arranged interviews, and conducted their reference checks;
- Coordinated Group HCM key meetings and department meetings. Ensured meeting amenities were available and working; Took Minutes of Group HRM Dept Meetings and distribution (within two working days of the Meeting) and followed up on all outstanding items/matters discussed during the Meeting; and
- Provided support to other HCM units on any special assignments, projects, programs, and ad-hoc duties as and when a required assignment, ad-hoc duties as and when necessary

Company : MISC Berhad

Job Title : Secretary, Group Insurance

Duration : Nov 2006 – Feb 2009

Industry : Shipping/Oil and Gas

Responsibilities:

- Efficiently provided support and secretarial duties to the superior to ensure the smooth day to day operations of GM's Office; Was the focal point of liaison with the business counterparts/officials/staff/guests, organized and arranged official meetings;
- Successfully organized and coordinated department's meetings, talks, mini townhall, and ad hoc office events; Ensured that all office equipment was working correctly to troubleshooting problems with faxes, copiers, printers, and scanner or incident e.g., to replace lights, etc.;
- Efficiently facilitated the workstation and IT facilities for new staff in the department and monitored the efficiency of the department's Office IT facilities;
- Handled telephone calls for GM, routed calls appropriately, responded to calls, determined the situation's urgency, suggested appropriate referrals, or informed GM when the situation warrants her attention. Assisted in answering calls and taking a message for staff in the department;
- Planned & organized the department's short course, talks and meetings;
- Organized and received official guests for meetings and responded to guests' requirements and inquiries while being responsible for safeguarding Company's image and information confidentiality while handling guests. Made the necessary lodging and logistic arrangements for the guests if required so; and
- Relieved the Secretary to VP Finance on her absence.

Company : PFC Engineering Sdn Bhd

Job Title : Executive Secretary

Duration : Feb 2000 – Nov 2006

Industry : Oil & Gas

Responsibilities:

- Provided secretarial and administration support to the ED in handling his daily schedules and itineraries and was responsible for the smooth and efficient day-to-day operations of ED's Office to include but not limited to ensure that all office equipment is working correctly by troubleshooting problems maintained and updating the office files and introduce standards;
- Built & maintained good rapport and communications amongst subsidiaries, superiors, consultants and associates, and clients;
- Ensured efficiency, discipline, and observance of prescribed procedures;
- Ensured all relevant documents and monthly reports were submitted to the ED within the required time frame; and
- Performed any other duties as and when required by the management, i.e., Company's official program/event, bidding/tender submission related processes, etc

Company : ASM Development Sdn Bhd

Job Title : Admin Executive cum Secretary

Duration : Jun 1996 – Feb 2000

Industry : Property Development

Responsibilities:

- Provided secretarial and admin support to the General Manager in handling his daily schedules and itinerary to ensure the smooth and efficient day-to-day operations of his Office;
- Built and maintained good rapport & communication amongst subsidiaries, superiors, consultants and associates, and clients; and Entrusted to liaise and maintain a good relationship with clients, government officials (EPU, DBKL, PTG, etc.);
- Ensured efficiency, discipline, and observance of prescribed procedures of Company