



RESUME

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PUCHONG SELANGOR
DRIVING LICENSE : D2

SKILLS

- ADAPTABILITY
- EXCELLENT WRITING AND VERBAL COMMUNICATION SKILLS
- ABILITY TO WORKS INDEPENDENTLY OR AS A TEAM
- ABLE TO WORK UNDER PRESSURE

EDUCATION LEVEL

- SECONDARY SCHOOL: SMK BUKIT KEPAYANG (2008-2012)
SIJIL PELAJARAN MALAYSIA
- UNIVERSITY LEVEL: MANAGEMENT AND SCIENCE UNIVERSITY
DIPLOMA IN MANAGEMENT (FEBRUARY 2017)

WORKING EXPERIENCE

PEMBINAAN MITRAJAYA SDN BHD

Internship as Human Resource Assistant

Duration : 17/10/2016 - 17/2/2017

Job Duties:

- Payroll; calculate punch card/Kong card, key in excel wages, prepare pay slip and distribute wages
- Training Recruitment; to set an interview session.
- Vehicles management: Redbook, update on vehicles master list
- Insurance: To update on credit and debit note of the employee insurance.
- Receptionist Duties
- Administration Works: Filing, sorting documents
- Monthly Rental: To prepare the monthly payment card for staff house
- Transfer note: To prepare employee transfer note to another project.
- Overall Deduction: To check whether HR foreign workers records is tally with account.
- Medical Claim: Prepared a medical claim summary for employee benefit.

PEMBINAAN MITRAJAYA SDN BHD

Position : Personal Assistant to Deputy Managing Director

Duration : March 2017 - August 2019

Job Duties:

- Distribute, compile and check before submission of foreign worker's time sheet
- Assist project team on construction drawing submission to subcontractor/consultants
- Compile, record and submit the 'DELIVERY ORDER' of project material to company HQ
- Control on Asset own by Project
- Take action on Ad - hoc matters that require DMD1 attention

- Control on incoming and outgoing project documents
- Prepare Report on Client Requirement
- Assist DMD 1 on administrative works in the HQ/Site
- To coordinate and communicate with all office departments / divisions and relevant project parties to enable DMD 1 to be informed

MEGAJUTA HOLDINGS SDN BHD

Position : Personal Assistant to Director

Duration : August 2019 - Present

Job Duties:

- Provide support to the company on daily operations
- Organize and schedule appointments for the director calendar
- Drafting and issuing correspondences to the external party
- Liaising with authority on company license / project authority requirement
- To handle telephone enquiries, filter calls and respond to any queries whenever possible
- Incharge of ISO 9001 : 2015 requirement
- Preparing travel arrangements and accommodations
- Liaising with financial institution to obtain company financial support
- Organize team meetings and record the minutes
- Managing director private and confidential diary

PROJECT INVOLVEMENT

- Cadangan Pembangunan 2 Blok Kondominium 40 Tingkat Dan 39 Tingkat (534 Unit) Yang Mengandungi 4 Tingkat Podium Tempat Letak Kereta Dan 2 Tingkat Besmen Tempat Letak Kereta Di Atas Lot 80186 (gm 9123), Jalan Kiara 3 Dan Jalan Kiara 4, Mont' Kiara, Mukim Batu, Wilayah Persekutuan Untuk Tetuan Sunrise Pioneer Sdn Bhd (Residensi 22, Mont Kiara)

- The Execution and Completion for Cadangan Membina Sebuah Hospital Swasta 7 Tingkat Dengan 1 Tingkat Besmen Beserta Podium Tempat Letak Kereta 6 Tingkat Diatas Lot 38387 (PT7350), Mukim Petaling Daerah Petaling, Petaling Wilayah Persekutuan Kuala Lumpur. (IMU Hospital)

- Cadangan Membina 2 Blok Rumah Pangsa Kos Sederhana 17 Tingkat (404 Unit) Yang Mengandungi Block A (202 Unit) Rumah Kediaman Blok B (202 Unit) Rumah Kediaman, 1 Tingkat Blok Kemudahan Awam, 1 Unit Pondok Pengawal Dan 2 Unit Rumah Sampah Secara Berhakmilik Strata Diatas Lot 3244 & Lot 35641, Mukim Rasah, Daerah Seremban, Negeri Sembilan Untuk Tetuan Kini Murni Development Sdn Bhd (Lanar Residensi)

- Cadangan Pembangunan Perumahan Yang Mengandungi: (i). 1 Unit Rumah Sesebuah 3 Tingkat (ii). 20 Unit Rumah Berkembar 2 Tingkat Di Atas PTD 11384 Hingga PTD 11389 Dan PTD 11397 Hingga PTD 11400 HSM 2064 Hingga HSM 2089 dan HSM 2090 Hingga HSM 2093, Mukim Rimba Terjun, Daerah Pontian, Johor

- Cadangan Membina dan Menyiapkan 1264 Unit Perumahan Rakyat 1 Malaysia (PR1MA) Yang Mengandungi : 1 Blok Pangsapuri 21 Tingkat (632 Unit), 1 unit Dewan Serbaguna 1 Tingkat, 1 unit Surau 1 Tingkat, 1 Unit Nurseri dan Kindergarden 1 Tingkat, 1 Unit Pondok Pengawal 1 Tingkat, 1 Blok Bangunan Tempat Letak Kereta 4 1/2 Tingkat Di Atas Sebahagian Zon A (29.941 Ekar) Mukim Mentuan, Daerah Sering, Jajahan Kota Bharu, Kelantan Darul Naim Untuk Tetuan AUEI Teras Holdings Sdn Bhd