



Rita Azian binti Abu Bakar
Personal Assistant to Group Managing Director
S5 Systems Sdn Bhd

(+60) 122880008 | abazian1@gmail.com | Kuala Lumpur

Experience

24 years of total experience

Mar 2018 - Present
(4 years)

Personal Assistant to Group Managing Director
S5 Systems Sdn Bhd | Kuala Lumpur, Malaysia

Industry	Computer / Information Technology (Software)
Specialization	Secretarial/Executive & Personal Assistant
Role	Secretary/Personal Assistant
Position Level	Senior Executive
Monthly Salary	MYR 5,720

I was re-designated as Personal Assistant to Group Managing Director after Change in Boardroom and overall organisation structure of S5 Systems Sdn Bhd. I manage the Group Managing Director's Office daily administrative, including his personal and private matters.

Create Group MD's and his immediate family members personal file including domestic helper for reference and record. Prepare the maid SOCSO monthly contribution, Fomema Check-up/ Appeal, Insurance and Work Permit Renewal.

Implement and update regularly the Group MD's Directorship profile in order to keep track and record all appointments, resignation and change in his individual shareholdings including his personal business venture.

Act as Liaison with GMD's personal Accountant/Tax Agent. Implement bookkeeping for Group MD's personal account transactions, personal and family expenditures, assets (immovable of properties/land), acquisition/disposal of assets, motor-vehicle, liabilities, available income, shares holding/ trading. Compile the relevant documents from its source for the Tax Agent to prepare his Annual Tax Return.

Attend the management meeting (when needed) and update Group MD accordingly on the matter discussed. Coordinate and prepare the minutes of the meeting based on Minutes taker's dictation.

Prepare the comprehensive travel itinerary and travel arrangement; e.g. preferred hotel confirmation and airport transfer, flight options, weather, halal restaurants, prayer times, google map to location including embassy/ high commission information and contact number.

Work together with the finance department on finding misconduct by the Petty Cash custodian. Hence, we had successfully reduced the petty cash expenses by 80%, where we relocated the stationeries and office supplies purchased back under Admin's budget.

Coordinator the purchase and delivery of goods and participate in the 'Back to School' sponsorship program to underprivileged students in Lembah Pantai Parliamentary as part of our Corporate Social Responsibility program.

Establish contact with the ABT Department of Customs where I coordinate and compile Documents for the appeal. Set-up a meeting between Company Director, Head of Finance together with the Assistant Director of ABT and assist in negotiation on SST settlement issues.

Liaise with Procurement on Assets Management, assets tracking, acquiring/disposal of assets for Group MD approval.

Oct 2009 - Mar 2018
(8 years 6 months)

Personal Assistant to Chairman

S5 Systems Sdn Bhd | Kuala Lumpur, Malaysia

Industry	Computer / Information Technology (Software)
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Role	Secretary/Personal Assistant
Position Level	Senior Executive
Monthly Salary	MYR 5,720

I had wonderful working knowledge, experience and corporate exposure under Tan Sri Chairman's leadership, not limited to daily administrative work. Instead, I was given the opportunity and trust as the liaison to run the Chairman's office with minimum supervision. Throughout the years, I still maintained good rapport with various Ministries, Government Agencies, Malaysia Embassies and High Commission abroad and GLCs.

I had working knowledge and indirectly assisted one of the Public Listed Companies to obtain approval from the Economic Planning Unit (under Prime Minister's Department) on GLC's land acquisition. My involvement in this case is to establish contact with the EPU Director's office for approval proposals, and communication with the YB Minister's office before the application is table for the Committee's Approval. Review agreement or proposal and highlight concern to the Chairman whenever it involves the Chairman's credential and reputation as signatory.

Review and read-proof the speech text for official events to ensure the accuracy of information, salutation of VIP and Guest of Honour are in order. Liaise with journalists for pre-test questionnaires and review with the relevant department on the answers before the interview date. Liaise with the Company Secretary's office to provide the updated information and compulsory documentation on his Directorship's declaration to BURSA, ASX and SGX on yearly basis.

As I always communicate effectively and persistence in doing my work, I spearheading the committee on the Annual Fund Raising Charity Golf event which was attended by Ministers, Government Link Companies Leader, Corporate figures and prominent figures in Malaysia. My full involvement in the event covers from preparing a list of potential sponsors, follow-up on payment and golfer details, communication and follow-up with in-kind sponsors, media coverage, and preparing the golfers pairing list, including reserve player list. I liaise with Golf Club on quotation, booking confirmation and arrangement of payment, site visit, goods and prizes storage arrangement, selection for breakfast and lunch menu, preparation of event hall for lunch and prize giving. I assist the manpower allocation for the registration counter, half-way hut and throughout the event.

I manage and update the Chairman's contact database and share the info with 3 other PAs in different organizations. Create and update Outlook E-Calendar 6 months in advance on a timely basis for his review and record. Set-up and manage personal electronic devices owned by the Chairman. (ID/password of iphone/smart

phone, macbook, ipad, imac) Compile pictures from multiple devices.

Prepare Invite list which includes Corporate figures, Top-notch GLC Leaders and personal invitees), follow-up on attendee's confirmation for private and corporate Festive Season Annual celebration

Oct 2005 - Sep 2009
(4 years)

Secretary

Exact Force Sdn Bhd | Kuala Lumpur, Malaysia

Industry	Mining
Specialization	Secretarial/Executive & Personal Assistant
Role	Secretary/Personal Assistant
Position Level	Junior Executive
Monthly Salary	MYR 3,150

I work independently as the Chairman often visits the site's office located in Jakarta, Indonesia and Perth, Australia. I worked with minimum supervision and I oversee the daily office administrative and operation. Other than managing the Chairman's personal and home bill payment and needs. I summarise the responsibility as follows:-

Responsible for safekeeping of statutory documents, share certs and common seals and Chairman's other private and confidential documents.

Responsible for monitoring Investor Relation enquiries via email for the Listed Company in ASX where I ensure the response by Corporate Communication or relevant department within the time frame.

Manage the Chairman's driver and overtime.

Successfully reduced 70% of the Assessment tax payment for the Chairman's Immovable property.

Prepare home bill payment and bookkeeping on home expenses for the Chairman.

Jun 1997 - May 2005
(8 years)

Customer Service Assistant

Maxis Mobile Sdn Bhd | Kuala Lumpur, Malaysia

Industry	Telecommunication
Specialization	Customer Service
Role	Customer Service - General
Position Level	Junior Executive
Monthly Salary	MYR 2,500

I consistently met my short term and long-term targets;

1- Achieved monthly new registration campaign target and contribute towards the branch Registration quarterly target. The Maxis Bukit Damansara branch had successfully won cash rewards for the quarterly campaign for Maxis Centre Central Region.

2- Achieved monthly Customer Retention Program campaign individual target and contribute towards the branch Registration quarterly target. The Maxis Bukit Damansara branch had successfully won cash rewards for the quarterly campaign for Maxis Centre Central Region. The money was used to pay for the staff trip to Bangkok, Pattaya and Bali as motivation and as part of the Customer Service Experience program (staff own initiative).

Handled product enquiries, walk-in registration by Individual, Companies, Corporate and Dealers.

Prepare branch monthly meeting slides presentation to chart out progress and future plan.

Coordinate manpower for the priority lounge meant for Elite Customers, Royalties and VIPs of Maxis with etiquette and keep professional relationship with the customer.

Provide training and supervised new staff progress at the branch.

Accurately handled large amounts of money on the cash register and daily account closing for the branch.

Assist, supervised and delegated tasks to a team of 12 people or more.

Prepare test sim cards activation as requested by Product Management Team for new product/value-add services trial run. This trial run is important as to ensure the applications and systems are able to run smoothly and also to identify any glitch before the product/ services can be rolled-out to the market.

Education

2010

Universiti Teknologi Malaysia (UTM)

Diploma in Business Studies/Administration/Management | Malaysia

Major
Grade

Management Studies
Grade B/2nd Class Upper

I have to quit my study in Olympia Business School due to recession back in the 90's. I then start my career to gain working experience and also to raise fund to further my study. My first career experience as Customer Service in Maxis Sdn Bhd has taught me well in social and business effectively and I dedicated my service to Maxis for 7 glory years before I accept an offer in Exact Force Sdn Bhd, where I took all the learning curves as a Secretary to the Chairman.

I am passionate about my job and have enjoyed my work enormously. I enrolled in Management Studies program for working adult under SPACE- UTM and graduated with 2nd Class Diploma at UTM Skudai Johor Darul Takzim.

Skills

Intermediate

MS Excel, MS Powerpoint, MS Word

Languages

Proficiency level: 0 - Poor, 10 – Excellent

Language	Spoken	Written
Bahasa Malaysia (Primary)	10	10
English	9	9

Jobstreet English Language Assessment (JELA)
Date Taken 3 Aug 2018

Score

36/40

Additional Info

Expected Salary MYR 6,000
Preferred Work Location Kuala Lumpur

Other Information
References

YBhg Tan Sri Mohamed Al Amin Abdul Majid
Executive Chairman Country View Berhad +6019-557 1335

YBhg. Dato' Seri Zakaria bin Sulong
Former High Comm Malaysia to London, UK +6012-202 6924

Kensen Teoh - Senior Corporate Finance Manager
S5 Systems Sdn Bhd, +6017-286 5904

Genne Ng - PA to Chairman,
Country View Bhd , +6016-221 6556

Miss Go Hooi Koon - Company Secretary Manager
Tasek Corporation Bhd, +6012-308 0464

About Me

Gender Female
Age 43 years
Telephone Number (+60) 3-22409604
Address E-5-23 Pantai Permai Apartment, Off Jalan Pantai Dalam, 59200, Kuala Lumpur,
Malaysia
Nationality Malaysia