

Musalmah Abd Rahim



Hi! I'm Mus an all-rounder person. A talent with 18 years of working experience in GLCs and a great team player and passionate about success and keen to explore, learn and grow professionally. Academically trained in Office Management.

Career Objectives:

- *To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.*
- *To use my skills in the best possible way for achieving the company's goals.*
- *To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.*

RESUME

Home Address:

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Bandar Teknologi Kajang
43500 Semenyih
Selangor Darul Ehsan

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Mobile: 019 2335567

NRIC No: 830111 – 06 - 5556

Resume Summary:

Current Position:

Senior Corporate Executive in Group HR Management
KPJ Healthcare Berhad
(14 March 2022 - Current)

Current Specialization:

General HR / Administrative Work

Highest Education:

Bachelor's Degree in Office System
Faculty of Business Studies
MARU University of Technology

Diploma in Office Management & Technology
Major in Administration & Secretarial
MARU University of Technology

Years of Experiences:

18 years

Employment History:



KPJ Healthcare Berhad ('KPJ or 'the Group') is Malaysia's leading provider of private healthcare services. Since its introduction of the first private specialist hospital in Johor in 1981, the Group has been at the forefront of the healthcare industry.

With the latest addition, the Group now has more than 1,022 medical consultants offering a full range of medical and surgical services from all disciplines. It has also benefited tremendously from the presence of 13,422 team members made up of management, nursing, allied and support services.

The International Patient Centre (IPC) at KPJ Group of Hospitals is a one-stop service that open its doors to specialists' expertise, personalized patient care and advanced technology at our hospitals. Dedicated at experienced patient care, the team provides genuine care, comfort and attend to the needs of patients before, during and if necessary, after their visit.

14 March 2022 – Current KPJ Healthcare Berhad

Position Title : Senior Corporate Executive in HR
Specialization : Secretarial / Administrative
Industry : Healthcare

Main Job Tasks and Responsibilities:

- Plan, coordinate & ensure Chief HR Officer's schedule is followed & respected, act in a 'gatekeeper' capacity, creating win-win situations for direct access to the CHRO's time.
- Set up meeting files, scheduling and calendaring meetings, set meeting agendas, setting location, time and appropriate duration of meetings. To identify, inviting and confirming participants, facility arrangements of meetings where required.
- Prioritize and follow up on incoming issues and concerns addressed to the CHRO, including those of a sensitive or confidential nature. Consult with CHRO in determining the appropriate course of action, referral and response.
- Read through contracts, regulations and procedural guidelines to ensure the groups comprehension and compliance.
- Maintain strict confidentiality and interact professionally with all levels of Management and staff.
- Prepare a Slide Presentation / Paper for Nomination & Remuneration Committee's and for the Board Meeting.
- Compiling Group HR's Policies.
- Responsible for operational functions such as report management, basic research and basic analysis, letter writing, preparation of minutes of meetings, preparation of memos, etc.
- Maintain systematic filing system and safekeeping of important documents.
- Prepare Letter of Offer & Employment Contract for C Suites Levels. Arrange for their onboarding, deck, payroll, access card, driver, medical check-up, arrange for employment screening etc.
- Attending and take minutes of CHRO's and members' meetings & implementing the decisions of the board of directors.
- Preparing travel arrangements, including visas / flights / travel / accommodation, ground handlings and claims upon return.
- Involved in organizing Career Fair collaboration with HRD Corp, HR Pit Stop, HR Open Day, Long Service Awards and Promotions, Majlis Berbuka Puasa 2022 & 2023, HR Comm Casual Visits to KPJ Hospitals, Townhall, HR Teambuilding, CNY Celebration, Majlis Tadarus by Puspanita, Staff Farewell, Kopitiam Sessions & Kelab Sukan Events.
- Able to provide solutions to customer's / staff's inquiries on HR within the stipulated timeframe given.
- Responsible to plan, develop and execute campaign for Group Human Resources Management.
- Handle day-to-day operations of general secretarial duties and provide administrative support to HOD and team members.

Awarded as 'Awesome Staff' in Creating High Performance Team Workshop conducted by KPJ University College on 9-10 Jan 2023.

Employment History:



A member of **UEM Group**

UEM Edgenta is the region's leading Asset Management & Infrastructure Solutions company. We are listed on Bursa Malaysia (KLSE: EDGENTA) with a clear vision to Optimise Assets and Improve Lives.

We promise the Edgenta Way of delivering quality services to our clients by going beyond standards and offering technology-based solutions as a promise of efficiency, anchored upon a mindset to ensure safety across our operations for the benefit of all our stakeholders.

Our expertise covers Healthcare Support and Property & Facility Solutions within our Asset Management segment, and Infrastructure Services, along with Asset Consultancy within Infrastructure Solutions.

We offer our clients a full suite of services throughout their asset life cycle, which includes consultancy, procurement and construction planning, operations and maintenance, as well as optimisation, rehabilitation and upgrades.

UEM Edgenta is currently present in Malaysia, Singapore, Indonesia, Taiwan, India and the United Arab Emirates.

10 June 2019 – 4 March 2022

UEM Edgenta Berhad

Position Title : Executive Secretary (UE2/ Executive)
Specialization : Secretarial / Personal Assistant
Industry : UEM Edgenta provides consultancy primarily to healthcare, infrastructure, and real estate.
Work Description :

Main Job Tasks and Responsibilities:

- Manage the daily/weekly/monthly agenda and arrange new meetings, appointments for Chief People Officer (CPO).
- Alert CPO about cancellations or new meetings via whatsapp message/ calendar updates.
- Arrange meeting rooms / reservations. Ensuring meetings are effectively organised and minutes taken.
- Make travel arrangements / accommodation / visa application process / agenda etc.
- Handle confidential documents and ensuring they remain secure for e-mail, letters, memo, MPs, NRC Papers, Board Papers and SOPs.
- Uploaded NRC & Board Papers in HR Spot (Sharepoint).
- Ensure all memos are followed through by CPO and circulated to relevant parties.
- Printed documents for CPO to review i.e. NRC Papers, Board Papers, GMC Meetings, Speeches, Candidate's Profiles for Interview Sessions & other documents as per request.
- Maintain electronic & paper records ensuring information is organised and easily accessible.
- Answer phone calls, take messages & redirect them when necessary.
- Check frequently the levels of office supplies and place appropriate orders.
- Assist HRBP for New Joiners. Liaise with Admin & IT Department and arrange for their access card, request for their laptop / notebook, request new email address creation, uniforms, business card, extension number, seating arrangement
- Perform administrative tasks, including filing, scanning, photocopying & emailing.
- Assist CPO & CPO's Driver on their personal / business claims.
- Keeping a record of organisation's activities.

Resume

Employment History:



**KHAZANAH
NASIONAL**

Khazanah Nasional is the investment holding arm of the Government of Malaysia and is empowered as the Government's strategic investor in new industries and markets. As trustees to the nation's commercial assets, our main objective is to promote economic growth and make strategic investments on behalf of the Government which would contribute towards nation building.

Khazanah is also tasked to nurture the development of selected strategic industries in Malaysia with the aim of pursuing the nation's long-term economic interests.

Khazanah has investments in over 50 major companies, both in Malaysia and abroad, and our companies are involved in a broad spectrum of industries.

Khazanah Nasional, commonly known as Government-Linked Companies, or GLCs.

18 July 2011 – June 2019 Khazanah Nasional Berhad

Position Title : Executive Assistant (Non-Executive)
Specialization : Secretarial / Personal Assistant
Industry : Investment holding arm of the Gov.
Work Description :

Main Job Tasks and Responsibilities:

- Perform various administrative support duties that are highly sensitive and confidential.
- Organize and coordinate meetings such as booking meeting rooms, send calendar invitation, setting phone for tele- conference, travel arrangements (booking flight ticket & airport transfer), accommodation, liaising with travel agency on the ground handling & airport transfer, preparing itineraries, visa applications, processed travel invoices, consultant invoices, team's Amex and personal claims.
- Communicate verbally and in writing to answer inquiries and provide information. Did a registration for Bosses to attend the Local/International Conferences / Seminars such as World Economic Forum, Coal Investments etc.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals. Schedule and confirm appointment for internal and external parties.
- Liaison with internal and external contacts (local & international). For International, such as Jadwa Investments, Fajr Capital, Shuaibah Water & Electricity Company (SWEC), Brunei Investment Agency, Ministry of Indonesia etc.
- Compilation of board papers (MAFC, Fajr Capital, Jadwa Investments, UEM, Airlines, Plus, Iskandar & Airports).
- Competent using office equipment (photocopy machine, shredder, binder, scanner).

Employment History:



In the quest to attain the status of a developed country by the year 2020, greater emphasis must be given to the retraining and skills upgrading of the workforce. This is necessary not only to increase the knowledge and skill intensity of the workforce, but also to equip them with specialised and up-to-date skills as production techniques become increasingly automated and businesses competitive.

Retraining and skills upgrading is also of paramount importance to enhance the quality of the workforce so that it is versatile and adaptable to the changing technological and business environment.

With that in mind, the Human Resources Development Act, 1992 was enforced in January 1993 and led to the establishment of the Human Resources Development Fund (HRDF) which was then administered by the Human Resources Development Council (HRDC). Act 2001, the HRDC is now known as Pembangunan Sumber Manusia Berhad (PSMB).

20 July 2009 – 4 July 2011

Pembangunan Sumber Manusia Berhad

Position Title : Personal Assistant to Chief Executive
Specialization : Secretarial / Personal Assistant
Industry : Ministry of Human Resource

Main Job Tasks and Responsibilities:

- screened telephone calls, enquiries, requests from the callers and handling them when appropriate. Dealt with incoming emails, faxes and post, often corresponding on behalf of Chief Executive Officer.
- prepared and organized paperwork and other materials as needed for meetings, conferences, maintained office scheduling and event calendars.
- composed, typed, and distributed meeting agendas and minutes, routine correspondences and reports. Assisted Team to do some research and presenting findings for Human Capital Management.
- Organized the meetings / HR conferences, board meetings and ensuring all the managers is well-prepared for the meetings. Invited them by sending calendar invitation.
- Liaised with government departments, training providers, local companies and with internal staff on high-skilled training certification programs and other matters.
- Devised and maintained office systems. Assigned as the Person in-charged for All Confidential & High Confidential Files in Human Resource Development Fund.
- Arranged travel, ground handling, hotel accommodation travel arrangements and expenses reports for Chief Executive and Team Members.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests, exploring opportunities and to add value to job accomplishments and assisted Registration and Grant Unit in terms of Registration of Liable Employers, Registration of Potential Liable Employer, Registration of the Training Providers, Training Programmes and involved with the Application of Training The Trainers Exemption process.

Employment History:

MAH-KAMARIYAH & PHILIP KOH
advocates & solicitors

Mah-Kamariyah & Philip Koh (formerly known as Mah-Kamariyah & Partners), is a law firm in Kuala Lumpur that has dedicated itself since its founding in 1975 to client-centric service, providing a full range of corporate, business and litigation legal services to a wide cross-section of corporate and individual clientele.

The firm presently offers services in the following areas:

- Corporate and Securities Regulation
- Consumer Banking and Property
- Projects
- Contracts
- Corporate Finance
- Banking and Finance
- Leasing
- Civil and Commercial Litigation
- Insolvency
- Industrial Relations and Employment
- Insurance
- Mercantile

Mah-Kamariyah & Philip Koh combines the attentiveness of a private legal practice with the professionalism of international consultancy to offer its clients the very best.

The hallmark of the firm is that we put quality first.

3 Sept 2007- 29 June 2009
Mah-Kamariyah & Philip Koh

Position Title : Confidential Assistant to Senior Partner
Specialization : Secretarial / Personal Assistant
Industry : Legal

Main Job Tasks and Responsibilities:

- Daily secretarial works such as welcomes guests and clients by greeting them in person or on the telephone and answering or directing inquiries.
- Maintains Senior Partner's calendar by planning and scheduling conferences, teleconferences, dispositions. Also recording and monitoring court appearances dates, pleading and filing requirements, monitoring evidence-gathering, anticipating changes in litigation or transaction preparation requirements.
- Conserves Senior Partner time by reading, researching, reviewing, verifying and routing correspondences, reports and legal documents, processed replies, drafting letters and documents either own initiatives or from the Senior Partner's dictation or notes, collecting and analyzing information, initiating telecommunications, scheduling couriers, court reporters, expert witnesses and coordinating preparation of charts.
- Prepared documents which required for filing at High Court, Session Court and assisted Lawyers to compile documents for the Court of Appeal. The documents which I've prepared were Affidavit, Affidavit in Reply, Affidavit in Support, Court Order, Summons, Summons in Chambers, Filing Certificate of Non-Appeal, Order of Adjudication Receiving Order, Statement of Claims, Statement of Winding Up and also retrieved correspondences which needed to attach as exhibits in Affidavit.
- Prepared documents for Visa Application, renewal membership or directorship, Notary Public Licence, renewal insurance policy and vehicle when appropriate, liaised with World Bank Officers regarding slide presentation for the forum and also ground handling for conference.

Educational Background

Bachelor's Degree of Office System

Faculty of Business and Management
Mara University of Technology
Graduation Date: 2016

Diploma of Office Management and Technology

Faculty of Office Management and Technology
Business Studies/Administration/Management
Graduation Date: 2005

Secondary School:

Malacca Girls High School, Melaka

SPM Year 2000

Form 1-Form 5

Hostel Prefect

08/10/2021

Primary School:

SRK Sacred Heart Convent, Melaka

UPSR Year 1995

Standard 1-Standard 6

Head Prefect

Training History

Date	Training Topics
	UEM Edgenta Berhad
8/10/2021	Speed Learning Session: Cooking Show- Masakan Kampung
5/10/2021	Adjusting to the New Normal at the Workplace
24/9/2021	FIRST Immersion
3/9/2021	Speed Learning Session: Baking & Coffee Chat Workshop
19/8/2021	Knowledge Requirement Gathering Awareness Talk- 19 Aug 2021
4/8/2021	Speed Learning: Vaksin COVID-19 - Perspektif Agama & Perubatan
6/7/2021	Edgenta Innovation Day 2021
18/6/2021	Speed Learning: The Role of Laughter in Maintaining Optimal Emotional Wellbeing
11/6/2021	Speed Learning: Pengurusan Kewangan Dalam Norma Baharu
27/5/2021	Speed Learning: Food Hacks for Modern Mums
21/5/2021	Speed Learning: The Pressure is Real for Premium Work-Life Balance
25/3/2021	Emotional Well-being (Mental Health) during Pandemic - 25 Mar 2021
18/3/2021	Emotional Well-being (Mental Health) during Pandemic – 18 Mar 2021
23/2/2021	FIRST Leadership Virtual Talk- Introduction to FIRST

Training History

Date	Training Topics
19/2/2021	Speed Learning: Change How You See Yourself And Be Happy (19 Feb 2021)
30/12/2020	Recorded Webinar: Design and Construction of Merdeka 118 Tower
9/12/2020	Safety at Workplace: Slips, Trips and Falls Embracing Unexpected Change
3/12/2020	Building Trust and Respect at Workplace Communication Becoming a Better Leader: Trust Introduction to LEARN - How To #1: View and Check Your Learning Transcript
1/12/2020	Civility at the Workplace Browse The Web Securely and Privately Building Better Habits Working From Home: Setting Yourself and Your Teams Up for Success Working From Home: Strategies for Success Wellness During Challenging Times
27/11/2020	Recorded Virtual Session of Speed Learning: Leadership in Crisis
20/11/2020	How to Create a Digital Business Card Risk, Integrity & Compliance 2020
9/11/2020	Stay Mentally Strong While Working from Home Speed Learning: WFH - The Good, The Bad & The Ugly (28 October 2020)
15/5/2020	Ramadhan Talk - Hikmah dan Hukum Puasa
8/5/2020	Ramadhan Talk - Pecutan Second Half of Ramadhan Khazanah Nasional Berhad
21/2/2019	In-House Programme – Managing Your Money Efficiently
16 - 17 Jan 2019	Office 365 Training
29 - 30 Nov 2018	Discover Untapped Potential From Within
3 - 4 May 2018	Master Proven Techniques to Unleash Maximum
7 - 8 Dec 2017	Be a Peak Performer at Work
27 - 28 Oct 2016	High Impact English
13 - 14 Nov 2014	MS Excel – Advanced Training
15-16 April 2014	Task Management Conference
9/6/2013	Power of Team Work @ UiTM Puncak Alam
22/3/2010	The Dynamic Secretary & PA 2010

Skills

Certificate of Microsoft Office (2000)
HTML and Homepage from Universiti Telekom (1997)

Microsoft Office (Advanced)
Keyboarding Skills (100 wpm) > 18 years.

- *High proficient in all applications of Microsoft office, including Excel, Power Point and Publisher.*
- *Dependable team player with strong verbal, written and interpersonal skills.*
- *Strong customer service orientation.*
- *Trained in records management and confidentiality.*

Language

Bahasa Melayu & English spoken & written

ACTIVITIES:

KHAZANAH NASIONAL BERHAD

2017

Bowling Player for Red House
Volleyball Player for Red House
Division Representative for Khazanah Family Day

2016

Volleyball Player for Red House
Badminton Player for Red House
Represented Khazanah for Netball at Persada PLUS
Voluntereed for Taman Tugu Launched
Ad-Hoc Committee for Investments Year End Retreat

2014

Bowling Player for Red House
Division Representative for Khazanah Family Day

2012

Committee Member for Jumbo Day Khazanah Nasional & Netball
Player for Investments' Division

2011

Netball Player Games Inter-Division (Khazanah Nasional Berhad)
Volleyball Player – Investments Division

Additional Information

Additional Information

HUMAN RESOURCE DEVELOPMENT FUND (HRDF)

2010

Committee for "Sambutan Hari Raya Qurban" HRDF
Committee for Board Meetings and Annual General Meeting HRDF
Committee for HRDF Conference
Participated in Islamic Quiz organized by HRDF Islamic Society

MARA UNIVERSITY OF TECHNOLOGY

2001-2005

Members of Office Management Students Association
Members of Kelab Wawasan UiTM
Members of Kelab Kaunseling UiTM
Handball Player for college and faculty
Vice President of Office Management Students Association
Vice President of OMWAVE UiTM
Captain and Player for Handball Club

MALACCA GIRL'S HIGH SCHOOL

1999 - 2000

Penolong Ketua Disiplin for Kadet Remaja Sekolah
President of Handball Club
President of Geography Club
Treasurer for Nihongo Club (Japan)
Entered Competition of Forum Remaja (Best Presenter)
Forum Remaja 2000 (Runner Up)
1st Prize for Marching (KRS) – Independence Day 1999.
Champion & Runner Up for Handball Match (1996-2000)

1996 - 1998

Class Monitor
Hostels Prefect
Handball & Volleyball Player

SACRED HEART CONVENT, MELAKA

1993 - 1995

Head Prefect of SRK Sacred Heart Convent (1995)
Assistant Head Prefect 1 (1994)
Assistant Head Prefect 2 (1993)
President of Handcraft
Captain for Handball Team
Player for Volleyball Team
Members of Puteri Islam

Referees

Name : Mr. Khoo Lay Seng
Telephone : +60193442028
Email : layseng79@yahoo.co.uk
Relationship : Ex- Supervisor

Name : Mr. Pang Hee Min
Telephone : +60126072136
Email : panghm@yahoo.com
Relationship : Ex-Supervisor