

DEBRA ADRIA

EXECUTIVE ASSISTANT

CONTACT

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EXPERIENCE

EXECUTIVE ASSISTANT TO CEO

H2GO GLOBAL SDN BHD | MARCH 2022 - PRESENT

- Preparing, managing and reviewing the provision of high-level communications and correspondence including agreements, contracts and ministerial proposals.
- Identifies and develops strategic opportunities for the business to diversify the consumer base
- Success in building and maintaining relationships with key corporate decision makers
- Creating an elated working culture and environment to improve associates motivation and efficiency

EXECUTIVE ASSISTANT

FIELD PROJECTS, LLC | AUG 2021 - DEC 2021

- Managing professional and personal scheduling for CEO
- Acting as a first point of contact, dealing with correspondence
- Project management & overseeing all project advances
- Developing and overseeing internal processes, budgets and expenses
- Managing and coordinating senior executives' extensive calendar management, content and flow of information, travel and travel related activities (hotel booking, transportation, etc.)
- Maintaining strict confidentiality with all materials, and exercise discretion when interfacing with the business

OPERATIONS MANAGER

PWRHOUSE SDN BHD | AUG 2020 - OCT 2021

- Project management - setting up of new locations
- Oversee operational cost, risk and audit activities.
- Oversee daily activities - stuffing, scheduling, customer relations, etc.
- Evaluate current operational strategies and recommend improvements.
- Assist in interviewing, recruiting, training, performance evaluation, promotion and termination activities.

STUDIO MANAGER

FLYCYCLE SDN BHD | APR 2019 - MARCH 2020

- supervising daily operations of organization
- Address operational issues and concerns in a timely fashion.
- Educate operations team on best practices, company policies and service excellence standards.
- Perform routine maintenance and repair works for equipment.

CUSTOMER RELATIONS

MOCENTO SDN BHD | MAY 2017 - NOV 2018

- Assisted manager is day to day operations.
- Liaised with clients
- Maintained customer relations with follow ups.

REFERENCES

TO BE PROVIDED UPON REQUEST

PROFILE

I'm a 28 year old accounting & finance major from Malaysia. I have a flair and passion for entrepreneurship, customer relations & working with people. I enjoy a challenge & love learning new things.

SKILLS

- Process optimization
- Coordination
- Customer Relations
- Problem Solving
- Multitasking
- Project management
- Market research

LANGUAGE PROFICIENCY

English

Bahasa Malaysia

Mandarin

PERSONAL ATTRIBUTES

- Creativity
- Determination
- Optimistic
- Good Communication
- Integrity

EDUCATION

DIPLOMA IN ACCOUNTANCY

ALC COLLEGE | 2014 - 2016

CERTIFICATE IN ACCOUNTING TECHNICIAN

SUNWAY COLLEGE | 2011 - 2013

HIGHSCOOL CERTIFICATE

SMK SRI ANDALAS | 2006 - 2010

PRIMARY SCHOOL CERTIFICATE

SJK (C) CHUNG HUA | 2000 - 2005