

FIFI NIK NAWI

PERSONAL ASSISTANT TO CHIEF EXECUTIVE OFFICER (CEO)

WORK EXPERIENCE

Ge-Shen Corporation Berhad, Personal Assistant to CEO

Dec 2021 – Present

Secretarial:

- Provide dedicated personal assistant services to the CEO, ensuring efficient operations.
- Manage all office administrative tasks and adeptly manage the CEO's schedule.
- Organize and maintain a robust filing system, guaranteeing easy access to crucial information.
- Collaborate with C-level executives, the Company Secretary, and external stakeholders.
- Successfully prepared the company's Annual Report.

Human Resources:

- Function as the Group HR liaison, overseeing HR-related functions across subsidiaries.
- Maintain and update the Personnel Manual, ensuring accurate and current information.
- Manage end-to-end payroll processing, ensuring compliance with statutory requirements.
- Contribute to recruitment processes and facilitate the onboarding of new staff.
- Provide company management with appropriate HR forms, including Starters, Leavers, and Promotions.

Malaysian Reinsurance Berhad, Confidential Secretary to Chief Underwriting Officer (CUO)

Jan 2019 – Dec 2021

- Delivered comprehensive personal assistant support to the CUO, optimizing their efficiency.
- Planned and organized the CUO's work schedule, including travel arrangements and accommodations.
- Screened phone calls and mail, ensuring effective time management for the CUO.
- Attended meetings, events, and conferences with the CUO, preparing accurate minutes.
- Managed and maintained an efficient filing system and collected company information for HR purposes.

CMS Opus Private Equity Sdn. Bhd., Secretary to Managing Director (MD)

Feb 2012 – Oct 2017

Secretarial:

- Provided personalized assistance to the MD, coordinating their work schedule and travel arrangements.
- Managed phone calls, mail, and screened communications for optimal time utilization.
- Produced and maintained comprehensive board reports, ensuring accuracy and timeliness.
- Organized meetings and seminars, ensuring preparedness of participants, especially the MD.



PROFILE

An initiative-taking, approachable, and efficient professional with a strong administrative background and comprehensive knowledge of the latest office management techniques. Skilled in providing personal assistant support to C-level executives while also managing various Human Resources functions. Demonstrated expertise in secretarial tasks and proficient in utilizing specialist software packages. Seeking a challenging secretarial role within an esteemed organization that offers promising career prospects and the opportunity to expand my horizons.

CONTACT

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HOBBIES

Singing
Dancing
Watching movies
Yoga

- Attended meetings, events, and conferences with the MD, actively contributing to their success.
- Managed an effective filing system, maintaining up-to-date files for easy access.
- Collected company information on the MD for HR purposes.

Human Resources:

- Functioned as the HR representative, undertaking diverse HR-related functions and consulting with Group HR.
- Maintained and updated the Personnel Manual, ensuring compliance and accuracy.
- Provided company management with necessary HR forms as per the manual.
- Successfully managed payroll processing and maintained related documents for audit purposes.
- Participated in recruitment processes and facilitated staff onboarding.

MTM Millennium Holdings Sdn. Bhd., Secretary to Managing Director (MD)

Jan 2011 – Feb 2012

Managed overall office systems, including administrative tasks, HR matters, and the MD's schedule.

Rohas-Euco Industries Berhad, Secretary & Sales Supports

June 2002 – Jan 2011

Assumed various responsibilities supporting secretarial and sales functions.

EDUCATION HISTORY

UiTM Technology, Dungun, Terengganu 1998 - 2002

Diploma of Computer Science

RIMA COLLEGE, KUALA LUMPUR

2004 - 2006

LCCI in Secretary and Business Administration

SKILLS

- Secretarial skill
- Organizational skill
- Excellent Communication and interpersonal skill
- Strong people skill
- Administrative skill
- Time management skill
- Trustworthy and adept at work in highly confidential environment