



NORFIZA EMILYA MOHAMED FEISAL

EXECUTIVE ASSISTANT

PROFILE

Assertive person, patient, hardworking, able to think critically and decisively, ability to communicate effectively with other colleagues. A natural born leader with a high motivation to succeed, excel when working in a team, impeccable timing, and punctuality, never say die attitude, painstakingly diligent, hardworking, energetic, responsible, and unflappable in a crisis.

CONTACT

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No. 32 Jalan
SS14/7f, 47500 Subang Jaya

NATIONALITY:
Malaysian

EXPECTED SALARY:
RM 4,500.00

EDUCATION

UNIVERSITI TEKNOLOGI MARA (MALACCA CITY CAMPUS)

Bachelor of Business Administration (Hons) Human Resource Management
2014 - 2016
CGPA: 3.76/4.00

UNIVERSITI TEKNOLOGI MARA (SRI ISKANDAR, PERAK CAMPUS)

Diploma in Office Management and Technology
2011 - 2013
CPGA: 3.89/4.00 MUET: Band 3

SEKOLAH MENENGAH KEBANGSAAN SUBANG JAYA

Malaysian Certificate of Education (SPM & PMR)

WORK EXPERIENCE

Pelaburan Hartanah Berhad | Executive Assistant, Property Management Department & Leasing Marketing Unit
October 2017 – Present

- Execute various administrative tasks, including travel arrangements, scheduling, submission of expense reports and other correspondence for Property Management Team.
- Ensured follow-through of all discussed items in meetings, with updates being incorporated into reports.
- Developed, planned, and implemented legally adherent and cost-effective procedures for office operations.
- Coordinated daily internal customer such as invoices payment, and approval request.
- Any other duties as instructed by the General Manager.
- Present properties and provided amenities in a positive light to prospective tenants.
- Presentative from property owners and help them navigate the property market.
- Advertise available properties using a variety of media and promoting materials.
- Confirm rental application data and personal references.
- Stay knowledgeable of the property market status.
- Provide information on all aspects of properties.
- Negotiate leasing terms and conditions and close deals.
- Ensure proper maintenance and inspect properties periodically.
- Execute various administrative tasks, including travel arrangements, scheduling, submission of expense reports and other correspondence for Property Management Team.

Jovian Mandagie Sdn Bhd | Personal Assistant to CEO

February 2017 – October 2017

- Provide full administrative and secretarial support to the CEO to ensure the smooth management of day-to-day affairs. Handle sensitive and complex issues in a professional and objective manner. Take initiative as appropriate especially in the CEO's absence.

**UEM Sunrise Berhad | SL1M Trainee (Skim Latihan 1 Malaysia)
HR Department (Recruitment Team)**

June 2016 – February 2017

- To assist in formulating the recruitment strategy and plan for sourcing the right talent.
- Coordinate the recruitment initiatives, e.g., career fair and maintain neat compile candidate's database for easy retrieval.
- To coordinate recruitment and employee placement to ensure vacant positions are timely fulfilled per the operational needs.
- Prepare job vacancy advertisement and liaise with the related agencies. E.g., Job street,
- Screening and consults with the Manager, staffing in identifying and shortlisting candidates based on requirements for interview session.
- Accountable for the implementation and compliance to the approved quality, occupational safety, health, and environment standards towards meeting customers' expectations and fulfilling regulatory requirements.
- Involved in the process of hiring new employees.

**UEM Sunrise Berhad | Internship, HR Department
(Recruitment Team)**

February 2016 – May 2016

- Involved in the process of hiring new employees.
- Being exposed with recruitment process.
- Had an opportunity to be one of the committee members for "Mass Recruitment – Walk-in Interview" event.
- Being exposed and had an opportunity to work with other department such as Finance, ICT and other department for work related matters.
- Managed to improved communication skill with coworkers and clients.

SKILLS

LANGUAGE PROFICIENCY (BEST=10 - WORST=1)

Spoken

Written

BAHASA MELAYU

10

10

ENGLISH

7

7

AWARDS

Vice Chancellor's Award

15th April 2017

Dean's Award	Bach. Of Business Administration (Hons) Human ResourceManagement	December 2016 Examination
Dean's Award	Bach. Of Business Administration (Hons) Human ResourceManagement	June 2016 Examination
Dean's Award	Bach. Of Business Administration (Hons) Human ResourceManagement	December 2015 Examination
Dean's Award	Bach. Of Business Administration (Hons) Human ResourceManagement	June 2015 Examination
Dean's Award	Bach. Of Business Administration (Hons) Human ResourceManagement	December 2014 Examination
Dean's Award	Bach. Of Business Administration (Hons) Human ResourceManagement	June 2014 Examination
Vice Chancellor's Award		10 th May 2014
Dean's Award	Dip. In Office Management & Technology	October 2013 Examination
Dean's Award	Dip. In Office Management & Technology	April 2013 Examination
Dean's Award	Dip. In Office Management & Technology	October 2012 Examination
Dean's Award	Dip. In Office Management & Technology	Mac 2012 Examination
Dean's Award	Dip. In Office Management & Technology	September 2012 Examination

REFERENCES

ENCIK YUSRI KAMARUZAMAN MOHAMED YUSOF
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