



SYAHIRA SADZALI

EXECUTIVE ASSISTANT

PROFESSIONAL SUMMARY

11 years experienced Executive Assistant/Personal Assistant/Executive Secretary reporting directly to senior management. An excellent communicator, resourceful and able to prioritize task with great flexibility.

CORE COMPETENCIES

- Executive Assistant
- Public Relation
- Critical Thinking
- Time Management
- Organization
- Collaborative
- Communication & Interpersonal
- Professionalism

CONTACT INFORMATION

Mobile: +6 0167133840
Email: ssheranne@gmail.com
Address: 106 Persiaran Bukit
Setiawangsa, Taman Setiawangsa
54200 Kuala Lumpur, Malaysia

CAREER SUMMARY

Executive Assistant to Director - Dato' Zakri Afandi Ismail

Radimax Group | Dec 2018 - present

- Manage the Director's extremely active calendar of appointments.
- Conducts business research and due diligence to assist Director in making well-informed business decision
- Manage and track documents received for Director's approval and to communicate with all stakeholders on comments from the Director.
- Track and help drive completion of key deliverables and follow up on action items/ outstanding items
- Manage multiple assignments as assigned by the Director's office related to diverse lines of business, community and personal interests with inter-related activities and relationships
- Manages the confidential information and support needs for various initiatives and special projects (e.g.: Project Beehive)
- Provides administrative support by managing claims and system approvals.
- Plan and manage preparation of Director's business and personal trips, visits, and meetings, including communications between relevant parties; documentation of information as well as conduct research and profiling of companies and relevant individuals; to ensure effective and beneficial meetings and visits.
- Prioritize conflicting needs; handle matters expeditiously, proactively and follow through on projects to successful completion.

PR Project Manager

Dynamics Inc & DIDA Global | May 2018 - Nov 2018

- Manage Public relation, media relations and communication
- Initiate and achieve brand sponsorship & collaboration
- Monitor brand presence and relevant to the market
- Managing events and products development projects
- Attend networking events and suppliers meeting

Senior Business Executive - Reporting to Keoy Soo Earn Regional Managing Partner of SEA Financial Advisory

Deloitte Malaysia | Jan 2017 - April 2018

- Responsible as the SEA Financial Advisory Talent Manager for RMP's Office
- Designs and implements standardize SEA FA Onboarding Module
- Manage operational and administrative functions within Financial Advisory division

Executive Assistant to Chairman - Tan Sri R. Palan

SMRT Holdings Berhad | May 2015 - Dec 2017

- Coordinate executive communications
- Schedule meetings and appointments and manage travel itineraries
- Participate as main organizing committee of HR Conferences organized by SMR Group
- Uphold a strict level of confidentiality of internal and external stakeholders
- Represents the Executive Chairman by attending networking events
- Acting as main contact person for Chairman's office with to internal and external stakeholders,
- Manage Chairman's office in effective manner to ensure operation smoothly including managing drivers, expenses, purchasing office supplies

INTEREST

- Reading
- Travelling
- Nature
- Interior Design & Architecture

COMPUTER SKILLS

- Microsoft Outlook
- Microsoft Office
- Google +
- Canva

SOCIAL RESPONSIBILITIES & NGO INVOLVEMENT

- Little Love Library (3L) Project

Executive Secretary to Head of Wells International

Petronas Cari Gali Malaysia | Nov 2011 - March 2015

- Coordinate executive communications,
- Prepare corporate documents for HOD.
- Schedule meetings and appointments and manage travel itineraries
- Maintain an organized filing system of paper and electronic documents
- Key person on liaising with division's staff on matters related to organizing meetings, staff welfare and staff reporting

Junior Secretary

Servcorp Service Office @ Standard Chartered | Jan 2011 - Nov 2011

- General Secretarial task
- Schedule meetings and appointments and manage travel itineraries
- Maintain an organized filing system of paper and electronic documents
- Organize events and caterings
- Handling calls and visitors

ACADEMIC EDUCATION

Putra Business School, Serdang

Masters of Business Administration (MBA)

- Ongoing. Expected Completion by first quarter of 2024

University Technology MARA, UiTM Shah Alam, Malaysia

Bachelor Degree (Hons.) of Mass Communication - Public Relation

- Graduated with Dean List's Award (Second Upper Class)

Polytechnic Port Dickson, Malaysia

Diploma of Secretarial Science Studies

- Graduated with Dean List's Award for all semesters

SMK Convent Bukit Nanas, Kuala Lumpur, Malaysia

Science Stream

- 5 A's

LEADERSHIP & ACHIEVEMENTS

- Lead Project Manager for CSR Program 'Little Love Library' at KPJ Ampang Puteri Hospital & Rumah Anak Yatim Titian Kasih
- Secured collaboration and sponsorship with major lifestyle, travel, beauty and fashion brands in Malaysia for DIDA Global
- Emcee for "La DIDA" Marketplace
- Project Manager for "La DIDA" Marketplace event
- Nominated by SEA Financial Advisory Regional Managing Partner to represent Financial Advisory at SEA HR Conference 2017, "Gearing up for the future" in Hanoi, Vietnam
- Main organizing Committee of SEA Financial Advisory Boot camp & Retreat Program 2016 in Chiang Mai, Thailand
- Main organizing committee of SEA Financial Advisory Quarterly Town Hall in various countries
- Talent Ambassador for SEA Financial Advisory FY 17 & FY 18
- Emcee for Petronas Cari Gali Sdn Bhd Wells "Hari Raya Open House"
- Emcee for Petronas Cari Gali Sdn Bhd Wells International Quarterly Town Hall 2013 - 2015

REFERENCES

- Ms. Norarliza Abusri, Assistant Manager, Group Human Resources, Radimax Group Sdn Bhd - 019-2166203
- Tan Sri R Palan, Chairman, SMRT Holdings - 012-3823013