



CONTACT ME

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EDUCATION & COURSES

The Fundamentals of Digital Marketing
 Digital Garage
2020

Executive Diploma in Management (Bus.)
University of Malaya
2016 - 2018

Sijil Pelajaran Malaysia
Sekolah Menengah Hillcrest
1997 - 2001

SKILLS

Communication	<div></div>
Problem Solving	<div></div>
Detail-oriented	<div></div>
Leadership	<div></div>
Project Management	<div></div>

Melina Fauzi

Executive Assistant & Admin Support with a passion in Communications

PROFESSIONAL EXPERIENCE

Executive Assistant, Group Strategy 2/2023 - Present
500 Startups Malaysia
Plan and execute company-wide strategic initiatives by working closely with all platforms under the Group while managing 2 superiors' schedules and traveling arrangement remotely.

Executive Secretary to Group MD 2021 - 2022
Sime Darby Property Berhad | Selangor, Malaysia
Single-handedly performed management of Group MD's schedule and executed full spectrum of secretarial and admin support tasks for the GMD's Office. Served as the executive key point person in facilitating day-to-day operational matters working closely with business units and business support departments.

Voluntary work during career break in the U.K.

Assistant Director - Media & Publicity 2020 - 2021
Komuniti Malaysia Glasgow | Glasgow, United Kingdom
Performed publicity strategies for the organisation's events and initiatives.

Cancer Information & Support Volunteer 2019 - 2020
Macmillan Cancer Support U.K. | Glasgow, United Kingdom
Assisted people within the community who were living with cancer by providing information and signposting them to various support and care services by the Government and Macmillan. Helped fundraising event for the organisation.

Confidential Secretary to the CEO 2013 - 2018
Media Prima Radio | Selangor, Malaysia
Provided overall secretarial and admin support to the CEO, followed through on action items to ensure deliverables are met, trained and supervised admin staff and interns in supporting CEO's Office. Successfully planned and coordinated Group-wide strategic initiative projects. Awarded Employee Of The Month in January 2017.

Secretary to the VP, Marketing Strategy 2012 - 2013
Maxis Mobile | Kuala Lumpur, Malaysia
Managed and prioritised VP's schedule, performed various secretarial admin tasks for VP and the team. Department's Budget POC. Awarded Employee Of The Month Award in November 2012.

Executive Secretary to the CEO 2007 - 2010
RHB Insurance Berhad | Kuala Lumpur, Malaysia
Management of CEO's office operations. Served as key point contact for senior leadership team and Board of Directors. Assisted in Board papers compilation, working closely with the Company Secretary.

Administration Executive 2002 - 2006
Maju Holdings | Kuala Lumpur, Malaysia

REFERENCES

Mr Seelan Paul
CEO, NTV7
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Email : seelan@ntv7.com.my

Mr Koh Heng Kong
Independent Non Exec Director
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Email : kohhengkong@gmail.com