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ASMA' SOFIYYA AZMI

An outgoing, enthusiastic individual with an agile mindset and language savvy. Currently delves into Human Resource functions utilizing all my previous experiences to the fullest in addition to the well structured training programs provided by Khazanah Nasional under the Graduate Trainee Program. An individual that is stepping out of her comfort zone to deliver an exceptional result, who is also eager to learn and able to adapt to different environments and cultures.

WORK EXPERIENCE

KHAZANAH NASIONAL BERHAD | 1 October 22 - Present

Executive Assistant (Technical) - HRBP Investments | 1 October 23 - Present

- Managed the logistics of Graduate Trainee Programme training modules.
- Reviewed the current Investments Executive Assistant (EA) / Executive Secretary (ES) KPIs and produced a glossary of a refreshed KPIs.
- Co-led leadership assessment project, i.e. Hogan assessment, to 14 targeted Investments candidates to date.
- Continuously worked on the same tasks as before i.e. prepare the monthly divisional meeting decks and the training feedback survey analyses.

Analyst (SHCM)

Second Rotation - HRBP Investments | 1 April 23 - 30 September 23

- Produced an informative placemat describing all Investments teams' details for non-Investments staff reference.
- Assisted in the work of Investments Technical Competencies which includes reviewing overlaps, punctuation, grammar proofreading, and provided a draft of competencies for Investments Support team.
- Became a committee member for Investments Mid-Year Retreat 2023 assisting in various miscellaneous tasks in organizing the retreat.
- Drafted the monthly divisional meeting decks and presented part of the HRBP updates during the meeting.
- Prepared the trainings feedback analyses and gave personal observation feedback when necessary.

First Rotation - Talent Management team | 1 October 22 - 30 March 23

- Worked closely with the units; Performance & Succession Management (PSM), Learning & Development.
- Produced video tutorials for Career Management Framework.
- Assisted in competencies tagging into the HR SAP SuccessFactor system.
- Drafted communication plan proposal and produced communication design (poster and video) related to PSM and other functions.
- Analyzed survey from Toastmasters mini workshop.

Trainings

- I was trained in various aspects of investment related topics such as financial statement analysis, financial modeling, economics & capital markets fundamentals, valuation, etc. Other topics of trainings includes presentation skills , company and contract law, and a research module.
- Participated in other in-house training sessions to enhance communication, presentation and other skills such as Speaking English Confidently and CPR & AED Machine Workshop.
- Completed Khazanah's digital learning courses to enhance the knowledge in digitization and technology.

AT&S (MALAYSIA) SDN. BHD. | 10 January 22 - 8 September 22

HR Admin Assistant

- Briefed new hires on the China Training Program; includes topics on visa application processes, pre-departure quarantine procedures, China quarantine requirements, and company's arrangement in Chongqing, China.
- Liaison and close communication in Mandarin with China Embassy in KL for various visa related procedures and application processes.
- Assisted 370 employees on their China Visa application processes; visa application document collection, biometrics appointment, transportation arrangement and passport collection arrangement.
- Prepare weekly reports and updates on the visa application status to HR HOD and other department managers.
- Actively assisting supervisor on the setting up of various procedures documentation.
- Assisted in employees' online training arrangement and provide weekly training progress report.
- Supported the planning of flight bookings arrangement.
- Updated and maintained company's PhoneBook.
- Supported new hires onboarding preparation.

IPAO MANAGEMENT SDN. BHD. | 19 July 21 - 16 October 21

Salesperson (Part time)

- Managed the company's kiosk at Tesco Ipoh, scope of work includes stock counting, goods promotion, and display arrangement.
- Managed to achieve daily sales target of RM150.

Internship - Admin and Marketing Assistant (3 months)

- Live streamed on Shopee for various products promotion and sale.
- Managed the company's Chinese Facebook page and produced 4 sales promotion posters and 8 short videos for the page.

TRANSLATOR | 2019 - 2021

- Provided translation services from English/Malay to Chinese and vice-versa covering business documents, company's profile, resume and equipment instruction manual.
- Applied cultural understanding to discern specific meanings beyond literal written words..

EDUCATION

SHANGHAI NORMAL UNIVERSITY | SHANGHAI, CHINA | February 2020 - July 2022

Bachelor's Degree in Chinese Language (Business Chinese) - CGPA 3.50

- Skipped first 2 years of the degree program upon successfully passed the entrance examination together with good HSK5 test results.
- Major courses covering business Chinese, Chinese business practices and formal Chinese literature writing.

SKILLS

Languages: *Malay • English • Mandarin • Korean • Arabic*

Software: *MS Office • Canva • Capcut • PhotoRoom*

ACHIEVEMENTS

Shanghai Normal University | 2021:

- *Outstanding Student Award* (线上学习优秀奖)

Chinese Proficiency Test (HSK):

- 2021 | *LEVEL 6 – 191/300*
- 2017 | *LEVEL 5 – 225/300*
- 2017 | *LEVEL 4 – 259/300*

ACCA | 2019:

- *Corporate and Business Law (F4) - Pass*

Shanghai Jiaotong University | 2017:

- *Scholarship – 2nd Class*

ACTIVITIES

Khazanah:

- Volunteered in a few *Berbudi Bersama* events
- Joined the *Khazanah Toastmasters Club*
- Volunteered in the *Youth Empowerment Fair 2023 & 2024* and *Graduan Career Fair 2023* for Khazanah

OTHERS

Marital Status: Single

Own Transport: Yes

Willingness to Relocate: Yes