

AKALILI BAZILAH BINTI MOHD POAT

NRIC 9210017-14-5592 AGE: 25 MARITAL STATUS Single



No 506, F 11 Seksyen 1, Wangsa Maju, 53300 Wilayah Persekutuan Kuala Lumpur



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EDUCATION

2011 - 2014 **Bachelor in Business Management (Hons) in Human Resource Management**

Universiti Teknologi MARA (UiTM) Seri Iskandar, Perak

CGPA : 3.16

2010 - 2011 **Matriculation Certificate in Accountancy**

Perlis Matriculation College

CGPA: 3.26

2008 - 2009 **Sijil Pelajaran Malaysia (SPM)**

Sekolah Menengah Teknik Setapak, Kuala Lumpur

SPM: 4A 3B 3D

PROFFESIONAL SKILLS

	Average	Good	Skilled
Word	● ● ● ● ● ● ● ●		
Excel	● ● ● ● ● ● ● ○		
PowerPoint	● ● ● ● ● ● ● ○		
Outlook	● ● ● ● ● ○ ○ ○ ○		
Photoshop	● ● ● ○ ○ ○ ○ ○ ○		
Bahasa Melayu	● ● ● ● ● ● ● ●		
English	● ● ● ● ● ● ○ ○ ○		

MISCELLANEOUS

Availability ASAP
Driving License D

EMPLOYMENT

Jun 2015 -
Sep 2017

Branch Service Operations – Adecco Staffing and Outsourcing **Administrative Assistant – Contract Staff**

- ✓ Perform master debit card stocks and stationaries monitoring.
- ✓ Download reports
- ✓ Perform card issuance
- ✓ Check statement address and reprint mailer.
- ✓ Perform change of address and customer's contact details for CBOL
- ✓ Monitoring delivery failure as perform enrolment for undelivered statements.
- ✓ Responsible for daily system maintenance:
 - Activate customer's account
 - Delink customer's account for housekeeping purpose
 - Amendment of defect information
 - Update customer deceased and staff termination information status
- ✓ Perform chequebook maintenance as prepare chequebook order, send out as per request and change of address

Citibank Berhad (Banking) – Adecco Staffing and Outsourcing **Service Admin – Contract Staff**

- ✓ Scan new/existing AOFs/FATCA/PADD into documentum
- ✓ Signature scanning into Eclipse and review customer's signature to match against AOF letter forms
- ✓ Returned statements maker; time stamp and key in information into database
- ✓ Responsible for system maintenance:
 - Activate customer's account
 - Amendment of defect information
 - Update Know-Your-Customer (KYC)
 - Update customer deceased and staff termination information
- ✓ Perform chequebook maintenance as arrange chequebook order, send out as per request and change of address.

REFERENCES

How Mei Cheng +6012 201 0123

Assistant Manager of Branch Service Department, Citibank

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Assistant Manager of Branch Service Department, Citibank