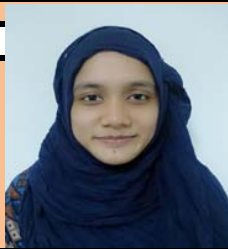


CURRICULUM VITAE		
Brief Details		
Name	Nor Azren Natasha Binti Mahmud Marzuki (Tasha)	
Age	29 Years Old	
Contact	012-555 8771	Email azren.natasha@gmail.com
Address	No, 69 Jalan BU 1/1, Bandar Utama, 47800, Selangor Darul Ehsan, MY	
		
Experience : <u>4 years 9 months</u>		
→ Admin Cum Accounts Executive	(Oil & Gas Service and Equipment)	(Sept2014-February2017)
→ Studio Assistant	(Recording Studio)	(Sept2013-Aug2014)
→ Admin/Production Assistant	(Production House)	(Jan2013-Jun2013)
→ Production Assistant	(Production House)	(March2009-Nov2009)
Expected Salary : RM 3,100 (Negotiable)		
Education :	Bachelor's Degree in Mass Communications SEGI University CGPA 3.06	Major in Broadcasting 2nd Class Upper Graduate (Jun 2013)
Language :	*Malay (8/10)	*English (8/10)
Programs :	*Microsoft Excel *Microsoft Word	*SQL Financial Accounting *Final Cut Pro (Basic) *Cubase 5 (Basic)
Work Experience		
Company :	Evolve Oilfield Sdn Bhd (Oil & Gas Service and Equipment)	
Work Title :	Admin Cum Accounts Executive (Sept2014-February2017)	
Work Details :	<u>Admin</u> : → Reception / general administration duties – to handle all enquiries (telephone, fax, email etc) to reception in an efficient, pleasant and courteous manner whilst forwarding necessary information to office staff. Filing, typing and clerical work are also required as part of this position. → Logistics and operational support –Complete the necessary delivery notes, pro-forma invoices and any other accompanying paperwork that is required during mobilization. Ensure EOSB personnel have all the necessary certification and paperwork and that, upon completion, this is filed correctly in job folder. Arrange necessary accommodation and flights as required → Accounts, sales and purchasing support – manage and execute purchasing. Follow up on outstanding invoices and purchase orders as required. <u>Accounts</u> : → Sign Purchase Order based on the authority limit; → Ensure vendor's Invoice is approved and Delivery Order is signed; → Match vendor's Invoice and Delivery Order against Purchase Order; → Update Cash Flow Forecast; → Compile weekly vendor's Invoice for payment based on due dates; → Bank-in payment as maker in Maybank2u (i.e. customer and staff claim) → Issue and prepare Petty Cash Voucher; → Issue and prepare Payment Voucher together with payment details (m2u and cheque and telegraphic transfer) → Call vendor to inform payment has been made (by bank transfer) → Check staff claim; → Prepare monthly bank reconciliation.	

Company :	Sound And Design Solutions	(Recording Studio)
Work Title :	<u>Studio Assistant / Admin</u>	(Sept2013-Aug2014)
Work Details :	→ Manage secretarial duties for the company's email → Manage the talents and clients (for scheduling, recording and etc) → Prepare and compile (Budget, Quotation, Invoice, Reports and Etc) → Audio recording session (with talent&client) → Audio Editing (for eBook , a dvert and rerecording)	

Company :	Happy Campers Productions	(Production House)
Work Title :	Admin/Production Assistant	(Jan2013-Jun2013)
Work Details :	<u>Admin</u> : → The accounts. (monthly report) → Manage office equipment → Organize office documents and filling → <u>Production Assistant</u> : → The accounts for each project (theres 3 project) → Budgeting (receipt, talent and location) → Organize the paperwork (shooting schedule, letter for location) → Arranging shooting schedule → To make sure the content for shooting is worth it. → Call the clients for information → Time management (reminder) → Prepare route of shooting locations → Guide the crew with meals, accommodations & refreshments.	

Company :	Silver Creative Media	(Production House)
Work Title :	<u>Production Assistant</u>	(March2009-Nov2008)
Work Details :	→ Assist the Producer and the crew members → Research shooting location → Confirmation of Location → Prepare Meals, Refreshment. → Location Details (Props, Talent) → Make up	

<u>Other work experience</u>	
Worked in Megakidz (mid valley) as their childcare for (6 months)	<u>after SPM</u>
Worked in Gina's collection in BSC (Bangsar Shopping Center) as their salesperson(3 months)	
Worked part time in Murphy Oil(KLCC) as their receptionist while studying in MIIM(3 months)	
Worked for Dagang edit sdn bhd for their documentary research department (3 months)	