

PERSONAL DETAILS

Name : Mohd Yusri bin Mohd Yusoff

Gender : Male

Race : Malay

Marital Status : Single

Birth : 11/03/1979

Nationality : Malaysia



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: 03-42518889

PROFILE

-I am Mohd Yusri Bin Mohd Yusoff. I came from a moderate family of six.

- I am an energetic and enthusiastic person who enjoys a challenge and achieving personal goals

- Good organizational skills, an analytical /logical approach to tasks and the ability to work under pressure.If I were given the opportunity .I promised that I will work hard and do my best to serve the company

OBJECTIVE

-My aim to join you is to utilise my qualifications and experiences to enhance the company image.

-To use my skills in the best possible way for achieving the company goals

QUALIFICATION SUMMARY AND SKILLS

Skilled and dedicated Admin officer with more 10 years' experience coordinating,planning and supporting daily operational and administrative functions

- Provide day-to day administrative support

- Handle all documentation maintain proper filing

- Supervise admin staffs fax,filing,photocopy,mailing,Annual leave,OT and etc

-Maintain office stock and purchase of and other stationeries equipment to ensure the smooth operation of organization

-Event coordination including activities ,Sports club,design,purchasing and etc

- Administrative budget

- Database administration

-Vendor coordination

-Scheduling

- Computer proficiency

- Staff development

-Leadership

QUALIFICATIONS



Open University Malaysia 2009

Faculty : Information Technology and Multimedia Communication
Study : Bachelor Multimedia Communication (Hons)



University Putra Malaysia 2000

Faculty : Computer Science & Technology
Study : Diploma Computer Science



PTPL College 1998

Faculty : Information Technology
Study : Pre- Diploma Computer Science

WORKING EXPERIENCE

1) Lee Hishammuddin Allen & Gledhill

2005 - 2015

Position : Admin Officer

Work Profile :-

- Provide full administrative support and activities
- Assist on daily administrative task which documentation, filing, fax, mailing, data entry, photocopy, scan & following up on pending matters
- Responsible for the overall administration of Company's staff assets which include company's parking, office maintenance, office furniture, photocopy /fax machines, keys, Security Access card , phone, business card, attendance, staff claim,, photo ID card, Safety and etc
- To ensure office equipment and facilities such as is good condition a and sufficient office supplies
- Preparation of new staff's equipment: workstation, phone, id card, key and etc
- Maintain office stock (office furniture, machine, pantry , stationeries and etc),
- Coordinate office maintenance with contractor, technicians and renovation work
- Check office bills, invoice ,PO,DO, quotation, form, voucher or documents for payment
- Assist in contract, tenancy renewal, and renovation matters
- Supervise admin staffs fax, filing, photocopy, mailing, cleanliness,, Annual leave, OT ,meeting rooms and etc
- Provide support to team members
- To lead, supervise and train a group of staff and ensuring work quality is maintained
- Administer data to system and upkeep documents systematically
- Internet research such budget, office equipment , services and etc
- Responsible for preparation and process purchase orders (PO) and documents in accordance with policies and procedures
- Responsible for sourcing selecting and negotiating with suppliers to constantly strive for best price while maintaining the highest level of quality, reliability and service
- Create, and revises systems and admin procedures
- Resolves administrative problems by coordinating preparation of reports, analyzing data and identifying solutions
- Assisted event coordination including activities ,food caterer, seminar ,sport club, meeting and etc
- To undertake any other special assignments, and related duties as and when required
(Software :Locus, 3E system,

2) **AmFinance**

2002/2004

Position : Data entry /Clerk

Work Profile :-

- Involved in Automated Electronic Legal Recovery Tracking System (ALERT) project to automate assignment , correspondences ,instructions ,status and billings through a secured communication channel via internet
- Handle customer, clients and relevant parties inquiries professionally to the satisfaction of the customer
- Ensure that quality control is carried out daily and that the computer database is delivered on time
- Generates and compiles computer data based on interactions with teamwork
- Update data directly to computer system such filling, checking auto sub and policy (Software : Really As 400)

3) **Astro TV**

2000/2002

Position : IT Call Center (customer service & data entry)

Work Profile :-

- Using a computerized system, responds to customer inquiries in a call center environment.
 - Troubleshooting computer network system and TV(Accounts ,Magazines, showcase)
 - Provides support, feedback, guidance and development to customer and team
 - Update data directly to computer system
- (Software :Visual Basic)

SOCIETIES & CLUBS



Badminton



Swim



School Prefect/
Entrepreneur



Scout Member
/Commissioner



IT blogger



Travel/holiday

ACHIEVEMENTS / AWARD

- Dean's list May 2007 (Open University Malaysia)
- Award for full Attendance Sek Men Datok Lokman
- Award for the Best Prefect School Session & Chairman Entrepreneur Club
- Award "Manikayu 2bit" from Scout of Malaysia

LANGUAGE

- Malay & English

COMPUTER KNOWLEDGE

- Computer installation ,troubleshooting, analyzing and repairing problems of computer elements such as desktop computers, laptops and various components/peripherals of an IT network.
- Possesses great designing skills,Creative, editing ,Multimedia,animation,poster,magazine, T-shirt,banner,bunting and including free hand and painting,free
- online business

SOFTWARES

- HTML,Visual Basic Application , Cobol,Pascal,C Programming , Lotus, Atlas, 3E system,As 400 ,Lexis Affinity,Vnc
- Microsoft Office (Word, Excel, Power,Access , Power Point,Publisher, Front Page,kids,Editor,)
- Mircromedia, Adobe Pagemill, , Photoshop,Illustration PE design ,Paint, My Business card ,Moho,Anim8or Flash ,Window movies player (Multimedia Software)
- Window 98,Window 2000,Window 2011,Window Xp Plus,Window Xp Home Edition, Window XP pro , Window 7 ,Window 8

WORK PREFERENCE

Exp .Salary : (negotiable)
Availability : Immediately

REFERENCES

- 1) (Academic Division)
Open University Malaysia
Main campus
Tel:03-27732093
- 2) (Academic Division)
University Putra Malaysia
Main Campus
Tel:03-8946 6555
- 3) (Academic Division)
PTPL College
Main shah alam campus
Tel: 603-553-6688