



## **FARRAHDIANAH BINTI YAHYA**

A-9-9 Bougainvilla Condo,  
Jln Prima Pelangi 1,  
Bukit Prima Pelangi,  
51200 Segambut Dalam, Kuala Lumpur  
Mobile Phone: +6017.272.3675  
Email: [farrah.sixfingers@gmail.com](mailto:farrah.sixfingers@gmail.com)  
[farrahyahya91@gmail.com](mailto:farrahyahya91@gmail.com)

### **PROFESSIONAL OBJECTIVES**

To enhance my knowledge on career chosen and to expose myself in a professional working environment that enables me to gain and grow while performing this job. Besides that I want to contribute my ability to meet the corporation's goals and to live a life of accomplishment and fulfilment to society.

### **PERSONAL DETAILS**

Nationality	:	Malaysian
Religion	:	Islam
Identity Card No	:	910214-12-5208
Date of Birth	:	14 February 1991
Age	:	26 years old
Gender	:	Female
Marital status	:	Single

### **KEY STRENGTHS & HIGHLIGHTS**

- Highly responsible and very well versed with business aspects and needs of the employer.
- Well exposed to different work environments.
- Able to communicate in English and Bahasa Malaysia.

- Have excellent cross-cultural skills and the experience of working with people of various nationalities.

## EDUCATION

2011 –2014	Bachelor of International Tourism Management (Honours) (Event Management) at Taylor’s School of Hospitality, Tourism & Culinary Arts (TCHT), Taylor’s University Lakeside Campus, Subang Jaya, Selangor, Malaysia.
2009- 2011	Diploma in Tourism Management at Taylor’s School of Hospitality, Tourism & Culinary Arts (TCHT), Taylor’s University Lakeside Campus, Subang Jaya, Selangor, Malaysia. Graduated on June 2011.
2007- 2008	The Malaysian certificate of Education (SPM) SMK Cochrane Kuala Lumpur
2004- 2006	Lower Secondary Assessment (PMR) SMK Cochrane Kuala Lumpur

## WORKING EXPERIENCE & PROFESSIONAL TRAINING

Working (May 2015 - May 2017):

- Executive (front desk management and administration) People & Culture Department at Tpaay Asia Sdn Bhd.
- **Receptionist** = Serve visitors by greeting, welcoming, directing and announcing them appropriately Answer, screen and forward any incoming phone calls while providing basic information when needed. Receive and sort daily mail/ deliveries/couriers Maintain security by following procedures and controlling access (monitor/visitor logbook)
- **Admin / HR support** = Entering data into a computer, Provide office supplier/vendor, Monitor stock level of stationary, pantry goods, preparing PO/PR, Filing documents, producing form. Process new staff medical insurances, claims, and ID90. Distribution of staff passes cards and related cards, office keys. Handling Jobstreet for new hires, providing application information, helping with

form completion; notifying employees of approvals. Do the co-operate accounts ledger every end of the month then pass it to finance after get the approval. Organize conference and meeting room booking sheets. Helping organize office activities, maintain the general filing system, maintain an adequate inventory of office supplier, respond to team inquires, always remain tea lady to maintain our pantry and office.

- **Facilities management support** = Assist to planning and overseeing building work/renovation, coordinating cleaning, catering and parking services, coordinate the repair and maintenance of office equipment.
- **Business Support** = Assist or helping other team when required to do and upon approval by supervisor.

Practical Student:

- Leisure Holiday Sdn Bhd under Member Services Department as a Booking Reservation.  
Leisure Commence Petaling Jaya.
- Perbadanan Putrajaya under Public Relation. Putrajaya.
- Six Fingers Dot Com Sdn Bhd under event operation, sales and marketing at Kelana Jaya Square
- Hotshoe Event Company under event operation, sales and marketing at Petaling Jaya.

Part Time:

- Had experience as a promoter during semester break.
- To do part time as an event crew.

## SPECIAL SKILLS

### Computer Skills

1. MS Word
2. MS Excel
3. MS Power Point

### Language Skills

Languages	Spoken	Written
Bahasa Melayu	Excellent	Excellent

<b>English</b>	Good	Good
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### INTEREST

Travel all around the world, Reading, singing and Listening to music.

### REFERENCES

**Siti Haida Binti Ismail**

Senior Executive People & Culture

[Sitihaida.ismail@tunemoney.com](mailto:Sitihaida.ismail@tunemoney.com)

Mobile: +6012 659 4384

Office: +603 2082 0999

**Noor Zaitulakmar Binti Ismail**

PA cum Senior Executive People & Culture

[noor.zaitulakmar@tunemoney.com](mailto:noor.zaitulakmar@tunemoney.com)

Mobile: +010 7771777

Office: +603 2082 0999