

BUSHRAH BINTI EHSAN AHMAD (920408-01-5890)

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WORK EXPERIENCE

KENNWU MANUFACTURING (M) SDN BHD (*Industry Manufacturing of precision rubber parts*)

2020 OCTOBER - PRESENT

SALARY RM2,400.00

POSITION : ADMIN AND HR ASSISTANT OFFICER

Admin

- To support the quality and efficiency of the work of the office and its team and provide admin help and support where needed.
- Responsible for maintenance of office equipment (copier, fax, shredder, etc.) and operating the repair/support services when necessary.
- Manage all Filing Duties.
- Greeting visitors, answer the incoming telephone calls and taking notes & action.
- Organize and maintain diaries, including travel arrangements, staff meetings and other events.
- Support compliance with legislation relating to security, information security, and safety.
- Work with the building manager to arrange the repair, replacement, and decoration to maintain good order of the premises and fixtures.
- Responsible for maintenance of office equipment (copier, fax, shredder, etc.) and operating the repair/support services when necessary.

HR Assistant

- Provide administrative support for HR Assistant Manager.
- Responsible for staff uniforms, personal file filling and etc.
- Entering employment data into the company database.
- Other ad-hoc tasks assigned.
- To plan, coordinate, manage all the administrative procedures and system.
- To ensure operations adhere to policies, safety and regulation.
- To oversee facilities services and maintenance of the building.
- To perform training and development.
- Prepare and monitor employee attendance & employee equipment.
- To assist in employee welfare such as sending workers to clinics / hospital for medical check-up etc.
- Manage and monitor on employee swab test and vaccine appointment.
- To support and handle employees disciplinary issues.
- Draft memo and letters on behalf of company (offer letters, show cause letters, reminder letters and warning letters).
- Manage employee benefit and welfare.
- Manage foreign worker affair - arrange medical checkup (FOMEMA), transport and hostel management.
- Assist in dealing documentation with Government Departments (JTK, PERKESO, JAS, BOMBA, JKPP, MPJB).

KAWALAN KESELAMATAN ANUGERAH SDN BHD (*Security Supply Industry*)

2016 JUNE – 2020 SEPTEMBER

SALARY RM2000.00

POSITION : ADMIN AND HR ASSISTANT

Admin

- Handling related monthly invoices (Eg: Client, Panel Clinic, Petrol, Canteen, Guard, Cleaner and Transportation) and ensure to be submitted before deadline.

- Maintain computer and manual filing systems.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Manage phone calls and correspondence (e-mail, letters, packages etc.).
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies;
- Assist colleagues whenever necessary and contribute to team effort by accomplishing related results as needed.
- Arrange an appointment with a client.
- Make monthly report, attended the meeting representing the company.
- Responsible for supporting the company's administrative tasks develop and update the document to be included in the file.
- Handling petty cash for operations.

HR Assistant

- Supervise administrative employee and divide responsibilities to ensure performance.
- Executing a recruitment process including job posting and interview session arrangement.
- Preparing and follow up on Human Resource documentation (medical check-up, appointment letter, personal documentations).
- Liaising with the HQ Office on manpower requirements and maintain a manpower requisition database.
- Conducting a new hire onboarding session.
- Register employees in the KDN (Ministry of Home Affairs), CSG (Certified Security Guard) and PRISMA systems.
- Assist with matters regarding Biometrics, Urine Test (Drugs) and medical checkup of employees.
- Prepare and monitor employee attendance & employee equipment
- Manage and monitor on employee swab test and vaccine appointment
- To support and handle employees disciplinary issues
- Draft memo and letters on behalf of company (offer letters, show cause letters, reminder letters and warning letters)
- Responsible for updating company vehicles for service monitor and claim for petrol

SERBANEKA WANEE (*Retail Industry*)

2014 (JAN – MAC)

SALARY RM 1000.00

POSITION : STORE KEEPER

- performs tasks involved in stocking, assists in organizing and maintaining stockroom, keep records of items shipped, received, or transferred to another location.
- Assist colleagues whenever necessary.

FAZAL FURNITURE

2009- 2013

SALARY RM1100.00

POSITION : CLERK

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage invoice, arrange an appointment with a client, attended the meeting representing the company and make sure office equipment are sufficient, prepare payroll, organize office activities

- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Maintain computer and manual filing systems.

EDUCATION

UNIVERSITY TECHNOLOGY MALAYSIA (UTMSpace)

- December 2012 – December 2022
- Bachelor Of Science (Human Resource Development)
- Current CGPA 3.23/4.00

SEKOLAH MENENGAH KEBANGSAAN TAMAN DAYA, JOHOR BAHRU

- 2010-2011
- Form 6 (STPM)
- Humanity Stream
- Subject (Pengajian Am, Bahasa Melayu, Sejarah dan Pengajian Perniagaan)
- Current CGPA : 2.16/4.00

SEKOLAH MENENGAH KEBANGSAAN TAMAN DAYA 3, JOHOR BAHRU

- 2005-2009
- Sijil Pelajaran Malaysia (SPM)

SKILLS LANGUAGE

	Spoken	Written	Reading
• English	Moderate	Moderate	Moderate
• Malay	Excellent	Excellent	Excellent
• Able use Microsoft Office, Microsoft Word, Microsoft Excel & Microsoft Power Point			
• Experience in KDN Systems, CSG Systems and PRISMA Systems			

DRIVING

Able to driver a car (Class D License)

EXPECTED SALARY

RM 2,800.00 TO RM 3,500.00 (negotiable)

REFERENCES

PUAN ZAITOM BIN MOHAMAD AMIN

Kumpulan Pengurus Besar

Email : zaitom@anugerahgroup.com

H/P No : 03-89252480

PUAN DIVIYAH

HR Assistant Manager

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