



SYAHIRAH SAID

ADMINISTRATION

PROFILE SUMMARY

Administration skills with 3+ years of experience handling confidential paper and digital work and making routine office tasks as efficient as possible. Proven managerial experience supervising clerks and routine office duties. Strong multitasking, organizational, customer service and Data Entry Skills. Aiming to leverage my qualifications to fill an managerial role at the organization.

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irabajera@gmail.com

Abu Dhabi - United Arab Emirates

SKILLS

- Proficient in Microsoft Suit like
- MicroSoft Word
- MicroSoft Access
- MicroSoft Excel
- Microsoft PowerPoint.
- Management Skills
- Proficient in Computer Operations.
- Leadership & Teamwork Skills
- Communication and Presentation Skills
- Attention to detail | Technology.
- Problem Solving Skills
- Time Management skills
- Data Entry with 45+ word per minute .
- Ability to meet deadlines | IT Skills
- Interpersonal communication
- Strong background supporting Windows and OS.
- Experience with email administration.
- Manage the hardware, software and user support.
- Knowledge of IP telephony
- Adaptability & Flexibility Skills
- Emotional Quotient EQ Skills
- Creativity | Editing | Digital Production
- Documentation
- Emotional Quotient EQ Skills

EDUCATION

Bachelor Of Business Administration in Management and Entrepreneurship.

University Kuala Lumpur - Malaysia

2016 - 2018

Graduated with 2.83 CGPA

STPM at SMK Dato Bentara Luar

2013-2014

Graduated with 2.67 CGPA

Sijil Pelajaran Malaysia (SPM) at SMK Sung Siew 2008-2012

Graduated with 1A 3B+ 1B 2D

EXPERIENCE

Administration Officer

2020 - 2021

Reliva Company

- Deliver executive support to the Director of Engineering and 190+ people in the department.
- Offer travel support, calendar assistance and organization, maintain vacation and attendance records.
- Support human resources with all new hire candidate needs.
- Monitor building maintenance and expansion, schedule conference rooms, annual event coordination and implementation, and serve as backup support to other departments.

Admin and Management Officer

2019 - 2020

Falcon Universal Sdn Bhd

- Filled the data entry for students to study abroad.
- Handled enquiries and requests
- Assisted in handling maintenance of office equipments
- Submit documents or take any documents to place requested
- Receive or prepare courier service.
- Perform other tasks assigned by superior
- Simplified data retrieval processes, department record, maintenance.
- Typing and Compiling of reports, saving company an average of 200+ hours.

Human Resources Interenship

2018 - 2019

Tradewinds Plantation Berhad

- Assisted in Human Resources department in Administration, Recruitment and Compensation & Benefits
- Did data entry for documentation.
- Filled the HR Project Data and document management
- Assisted the Payrol manager in data entry.
- Assisted the Recuitment manager in handling new intake staff

ABOUT ME

- Nationality: Malaysia
- Passport No:
- Date Of Birth: 03/04/1995
- Marital Status: Married
- Visa Type : Tourist Visa

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particular.

Syahirah