

NURUL SHUHADAH BINTI MOHD RAZALI

ADMIN ASSISTENT

MUAR 84600

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Willing to relocate: Anywhere

Work Experience

ADMIN ASSISTANT STOR

SPRING ART INDUSTRIES PAGOH - PAGOH

August 2019 to Present

1. Provide administrative support for HR executives
2. Organize, compile, update company personnel records and documentation
3. Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off
4. Help in payroll management, preparation and payment
5. Act as a reliable and supportive team member
6. receiving, control stock for production
7. manage foreigner worker data, attendance, medical.

BRANCH MANAGER

PASARAYA BORONG SAKAN SDN BHD - LANGKAWI

September 2018 to July 2019

1. HANDLING IN AND OUT STOCK, HANDLING CASH FLOW, STAFFING AND TRAINING NEW EMPLOYEE, CHECK AND CONFIRM BILLS AND PURCHASE ODER, RECEIVING, AND PURCHASE RETURN.
2. MANAGE EMPLOYEE SAFETY AND WELFARE, INTERVIEWS, AND EMPLOYEE MEDICAL CLAIM, AND ENSURE THE CLEANLINESS OF DEPARTMENT AND STOCK, OBSERVED EMPLOYEE KEY PERFORMANCE EVERY MONTH AND RETRAINING STAFF IF NEEDED.

CLINIC ASSISTANT

ASIA GROUP OF CLINIC - MUAR, JOHOR

March 2017 to September 2018

ASSISTED PHYSICIAN AT CLINIC SUCH AS PAPS TEST, GLUCOSE TEST, CHOLESTEROL TEST, URIC ACID TEST, PREGNANCY TEST, EMERGENCY INJURY, X-RAY

ORGANIZE AND RESCHEDULE PATIENTS APPOIMENT AND FOLLOW UP PATIENTS REPORT, PROVIDING IMMUNIZATIONS AND FLU VACCINATION TO PATIENT

ASSIST DOCTOR IN HANDLING STITCHES INJURY AND TRAUMA INJURY. ON DUTY AS RADIOGRAFER, SUBMIT X-RAY REPORT, FOMEMA MEDICAL REPORT, AND MEDICAL RESULT. PERFORM GENERAL ADMIN WORK SUCH AS REGISTRATION AND BOOKING. DISPENSING MEDICINE

GENERAL ADMIN

HUP HENG SUPPLY & TRADING SDN BHD - Pagoh, Muar

September 2016 to February 2017

1. ADMIN ASSISTANT DUTIES INCLUDING, DATA ENTRIES, FILLING AND PREPARE QUOTATION, PURCHASE ORDER, RECEIVING, AND PURCHASE RETURN.
2. PROVIDED WEEKLY ORDER FOR GROCERIES AND DAILY ORDER FOR FRESH DEPARTMENT, MANAGE PRICE ADJUSTMENT, MANAGE EMPLOYEE MEDICAL CLAIMS.

Education

Diploma/Advanced Diploma in PENGAJIAN ISLAM DENGAN PEBGURUSAN SUMBER MANUSIA

KOLEJ UNIVERSITI ISLAM MELAKA - MELAKA

June 2014 to June 2016

Skills

- MICROSOFT OFFICE
- MICROSOFT WORD
- MICROSOFT EXCEL
- XILNEX RETAIL BUSINESS SISTEM (4 years)
- HR TIME MANAGEMENT SYSTEM (2 years)
- Computer skills
- Organisational skills
- Administrative experience
- Office experience
- Communication skills
- Data entry