

Name: Nurul Aisyah Binti Ahmad
Position: Senior Administrative Clerk
Email: nurul.aisyah@gmail.com
Phone: +60123456789

Professional Summary

Highly experienced Senior Administrative Clerk with over 8 years in office administration, records management, and customer service. Proven ability to maintain organised filing systems, support management teams, and ensure efficient office operations. Excellent communication and problem-solving skills with a strong focus on accuracy and reliability.

Key Skills

- Office Administration & Records Management
- Data Entry & Document Control
- Customer Service & Front Desk Support
- Scheduling & Meeting Coordination
- Inventory & Supplies Management
- Microsoft Office (Word, Excel, Outlook)
- Filing Systems & Document Archiving
- Strong Attention to Detail
- Team Collaboration & Communication

Professional Experience

Senior Administrative Clerk

Abadi Logistics Sdn Bhd, Kuala Lumpur, Malaysia

January 2019 – Present

- Maintain and update comprehensive filing and record systems.
- Prepare and process invoices, purchase orders, and delivery documentation.
- Schedule meetings and manage calendars for department heads.
- Provide front desk support and handle customer and vendor inquiries professionally.
- Monitor office inventory and coordinate supply orders.
- Assist in staff onboarding by managing HR documentation.

- Train junior clerks on office procedures and best practices.

Administrative Clerk

Mega Trading & Supplies Sdn Bhd, Johor Bahru, Malaysia

January 2016 – December 2018

- Handled document preparation and simple data entry.
- Assisted customers in person and over the phone.
- Organised filing systems for easy retrieval of records.
- Supported logistics team with delivery documentation.
- Maintained stock records and inventory logs.

Education

Diploma in Business Administration

Politeknik Sultan Salahuddin Abdul Aziz Shah, Malaysia

2015

Certifications

- Certificate in Office Management
- Microsoft Office Specialist (Word, Excel, Outlook)

Languages

- Malay (Native)
- English (Fluent)