

Name: Nurul Aisyah Binti Ahmad
Position: Senior Administrative Clerk
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Professional Summary

Highly organized and reliable Senior Administrative Clerk with over 5 years of experience in office administration, document management, and customer service. Proven track record of maintaining accurate records, coordinating office workflows, and ensuring smooth day-to-day operations. Strong interpersonal and communication skills with the ability to support teams effectively in a fast-paced environment.

Key Skills

1. Document Preparation & Data Entry
 2. Office Administration & Filing Systems
 3. Scheduling & Calendar Management
 4. Customer Service & Front Desk Support
 5. Inventory & Supplies Management
 6. Microsoft Office (Word, Excel, Outlook)
 7. Strong Attention to Detail
 8. Team Collaboration & Communication
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Professional Experience

Senior Administrative Clerk

Abadi Logistics Sdn Bhd, Kuala Lumpur, Malaysia

January 2020 – Present

Manage office filing systems, ensuring easy retrieval and secure storage of important documents.

Prepare invoices, delivery orders, and supporting paperwork with high accuracy.

Coordinate schedules and meetings for managers, maintaining an updated office calendar.

Handle incoming calls and walk-in visitors, providing friendly, professional assistance.

Monitor and order office supplies, maintaining optimal inventory levels.

Assist the HR department with record-keeping and staff onboarding paperwork.

Support team members in daily administrative tasks to ensure smooth workflow.

Administrative Clerk

Mega Trading & Supplies Sdn Bhd, Johor Bahru, Malaysia

January 2018 – December 2019

Performed data entry and maintained accurate records of inventory, orders, and invoices.

Assisted customers in person and via phone with inquiries and order processing.

Helped coordinate delivery schedules and liaised with logistics providers.

Managed filing systems for supplier and customer documents.

Prepared daily reports for management on sales and stock levels.

Education

Diploma in Business Administration
Politeknik Sultan Salahuddin Abdul Aziz Shah, Malaysia
2017

Certifications

Certificate in Office Management & Administration

Microsoft Office Specialist (Word, Excel, Outlook)

Languages

Malay (Native)

English (Fluent)