

Nurul Aisyah Binti Ahmad

Position: Senior Administrative Clerk / Office Clerk

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Professional Summary

Highly skilled and experienced Administrative Clerk with over 8 years in clerical and office administration roles. Proven track record in maintaining accurate records, managing documentation workflows, and supporting daily office operations. Adept at data entry, customer service, and schedule coordination. Committed to delivering high-quality clerical support that ensures smooth, efficient office functioning.

Key Competencies

- Accurate Data Entry & Record-Keeping
- Document Preparation & Filing Systems
- Office Administration & Clerical Support
- Scheduling, Calendar, and Meeting Coordination
- Customer Service & Front Desk Operations
- Inventory and Supplies Management
- Microsoft Office Suite (Word, Excel, Outlook)
- Strong Attention to Detail & Organization
- Team Collaboration and Communication

Professional Experience

Senior Administrative Clerk

Abadi Logistics Sdn Bhd, Kuala Lumpur, Malaysia

January 2019 – Present

- Manage and maintain organized filing systems for company records, ensuring ease of access and compliance with documentation standards.
- Perform high-volume, error-free data entry for invoices, delivery orders, and client records.

- Coordinate scheduling and meeting logistics for department heads, managing shared calendars efficiently.
- Provide professional front desk support, answering customer and supplier inquiries and routing calls appropriately.
- Prepare and process purchase orders, delivery notes, and payment documentation accurately and on time.
- Monitor and maintain office supplies inventory, placing orders to avoid shortages and support continuous operations.
- Assist HR department with staff record maintenance and onboarding documentation.
- Train and mentor junior clerical staff to ensure adherence to office procedures and standards.

Administrative Clerk

Mega Trading & Supplies Sdn Bhd, Johor Bahru, Malaysia

January 2016 – December 2018

- Handled preparation and organization of invoices, purchase orders, and delivery documentation.
- Supported daily data entry tasks for sales, inventory, and supplier records with high accuracy.
- Maintained orderly filing systems for paper and digital records to improve retrieval and audit readiness.
- Answered customer phone calls and emails, providing courteous and efficient assistance.
- Assisted in coordinating delivery schedules and liaising with logistics providers to ensure timely shipments.
- Monitored and replenished office inventory supplies as needed.

Education

Diploma in Business Administration

Politeknik Sultan Salahuddin Abdul Aziz Shah, Malaysia

2015

Certifications

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

Languages

- Malay (Native)
- English (Fluent)