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Malinda Binte Hairuddin

Jurong West Avenue 3

Block 276B #10-75

Singapore 642276

Dear Sir/Mdm,

**RE: APPLICATION LETTER FOR THE OFFICE MANAGER POSITION**

I would like to apply for the Office Manager position as advertised in LinkedIn recently. With my value of being an effective communicator, excellent relationship management skills and experience in Business and Administration management, I believe I am an excellent candidate for the vacant position.

I have more than 4 years of experience as an Office Manager and more than 5 years as a Secretary, am pro-active, able to work under pressure, an eye on details and excellent computer skills. My ability to multi-task, meet tight deadlines and always keen on learning new things. I possess great interpersonal, administration and management skills, I value teamwork, honesty and good personal relations. I respect diversity of characteristics, ideas and preferences in the workplace.

Enclosed is my resume for your perusal. I look forward to having an interview with you soon and be part of your company. I can be reached at +65 94525305 or [carmellabelle2011@gmail.com](mailto:carmellabelle2011@gmail.com). Thank you for your consideration.

Yours Sincerely,

Malinda (Ms)

94525305 (Hp)

<https://sg.linkedin.com/in/malinda-belle-hairuddin-67142421>

PERFORMANCE PROFILE

* Administration
* Secretarial Duties
* Accounting
* Human Resource Administration
* Document Management
* Event Management
* Diary Management
* Timesheet Management (Computation)
* Relationship Management

PROFESSIONAL SKILLS

* Excellent communication skills able to liaise confidently with peers
* An excellent level of attention to detail
* Able to work on your own initiative and meet tight deadlines
* Ability to prioritize workload in a demanding team environment
* Experience and knowledge of Microsoft Word, PowerPoint, Excel, Outlook
* Maintain confidentiality on corporate information
* Well verse in English, Malay and Basic Mandarin language

**PROFESSIONAL EXPERIENCES**

08 December 2014 – 31 March 2016 Schottel Far East Pte Ltd

**HR/Accounts Executive**

* Compile timesheet hours for bi-monthly reporting to HQ in Germany
* Prepare quotation for customers
* Arrange flight and hotel for Engineers
* Arrange meetings with customers
* Reimburse Engineer expenses
* Coordinate all charges and invoice customers accordingly
* Prepare monthly bank reconciliation
* Prepare end-of-year general ledger schedule
* Prepare payment vouchers
* Handle petty cash
* Accounts Payable/Receivable
* Compile timesheet hours for overtime pay
* Preparation of Credit Notes
* Assist employees with medical claims and insurance (PL and WIC)
* Apply/Renewal of employment pass via EPOL
* Assistance with online registration of new employees and update of employees record and annual leave
* ACCPAC/SAGE Accounting Software
* GL Entry
* Ad-hoc duties given by the Finance Manager or Managing Director

10 May 2010 – 31 March 2014 Vriens & Partners Pte Ltd

**Office Manager cum Executive Secretary**

* Liaise and coordinate all meetings for Managing Partner - including internal, external and overseas meetings as well as conference calls.
* Ensure smooth operation of Singapore office and assist with newly set up overseas office
* Assist with the relocation and setting up of new office
* Arrange all employees travel requirements
* Organize events and prepare the marketing materials for events
* Maintain a proper filing system for all confidential documents
* Assist in Business Visa application
* Ensure office maintenance contracts are up-to-date
* Organize Annual General Meeting
* Compile and update the employees bio data (HR)
* Handle employees annual leave and office attendance (HR)
* Assist with Employment and S-Passes via EPOL (HR)
* Assist in health/travel insurance applications and claims (HR)
* Prepare the Letter of Employment (HR)
* CPF documentation filing (HR)
* Create new emails for new employees for local and regional (IT)
* Update the website with the latest vacancies available (IT)
* Managing the email capacity online (IT)
* Other ad-hoc duties

2008 - 2009 ISG Asia Singapore Pte Ltd

**Project Secretary (Contract Based)**

* Provide secretarial and administrative assistance to the project team
* Schedule and arrange meeting appointments for Project Team
* To maintain confidential information with strictest confidence
* Prepare agenda and minutes of meeting for Project Team
* Monitor construction drawings, method statement and handover manual
* Organize quality audit
* Compiling weekly report
* Arrange Project Team business travel requirements
* Other administrative duties

2007 - 2008 Fashion Retail Pte Ltd

**Visual Merchandiser (FOREVER21)**

* Change window displays
* Training of Junior Merchandiser
* Conduct Product Training
* Coordinate Re-Vamp of all shops in Singapore
* Ensure guidelines of shop requirements are met and followed
* Overlooking on all shops if Manager is not present
* In-charge of shop floor displays and arrangement of fixtures.

2006 - 2007 Performance Motors Ltd

**Customer Service Executive (Events Representatives)**

* Answer phone calls
* Print out reports
* Follow-up on Queuematic System
* Administrative duties
* Handles customers complaints
* Events representative

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2004 – 2006 Australian Institute of Management

Graduated with Diploma in Tourism & Hospitality

1. - 2003 FJ Benjamin (S) Pte Ltd
2. Assistant Display Artist ZARA Takashimaya boutique

2001 Senior Sales Assistant cum Floor Merchandiser at MANGO

1. Sales Assistant at GUESS

EDUCATION

1. BMC College

* LCCI Bookkeeping and Accounts Intermediate

(Certificate – Exams to be completed in September 2016)

2009 BMC Academy Singapore

* + - * + Graduated with Diploma in Private Secretarial Studies

(Credit in Business English)

2006 Nanyang Institute of Management

* + - * + Graduated with Diploma in Tourism and Hospitality Management

2004 Australian Institute of Management

* + - * + Graduated with NITEC in Accommodation Operations

1997 Bukit View Secondary School

* + - * + Graduated with GCE ‘O’ Level

REFERENCE

* Cherlyn Ng, HR/Finance Manager - Schottel Far East Pte Ltd (68610955)
* Aaron Franz, Director - Vriens & Partners Pte Ltd (9812 8814)
* Moe Ahmat, Regional Visual Manager - Fashion Retail Pte Ltd (9844 0967)

PERSONAL INFORMATION

* Malinda Hairuddin @ Carmel La Belle
* Singapore Citizen
* [carmellabelle2011@gmail.com](mailto:carmellabelle2011@gmail.com)
* +65 94525305 (mobile)
* Driving license Class 3
* Born on 26 November 1980