

KAIRIN BATRISYIAH BINTE MOHAMED SALLEH

+ (65) 8817 6734 | kairinbatrisyiah@gmail.com | www.linkedin.com/in/kairin-batrisyiah

EDUCATION

Temasek Polytechnic

Diploma, Legal Executive Studies (Part-Time)

October 2024 – April 2027

ITE College East

Higher Nitec in Human Resources Management/Personnel Administration

April 2022 – March 2024

Junyuan Secondary School

GCE 'O' Level

January 2018 – December 2021

SUMMARY

Detail-oriented legal administration professional currently pursuing a part-time Diploma in Legal Executive Studies, with hands-on experience supporting documentation-heavy, process-driven work in legal and professional services environments. Strong in records management, correspondence handling, deadline tracking, and maintaining confidentiality when dealing with sensitive information. Comfortable working independently within structured frameworks and supporting stakeholders through clear, accurate administrative processes. Seeking to contribute to a statutory legal education body by supporting course administration, examinations, and bar admission-related processes.

ACHIEVEMENTS

- **Letter of Commendation:** Received a letter of commendation from Ascendo Academy Pte. Ltd for my exceptional dedication, innovative problem-solving, and outstanding time management skills during my HR internship.

SKILLS & TECHNOLOGIES

Technical Skills:

- **Office Tools:** Microsoft Office/365 (Excel, Word, PowerPoint, Outlook), Google Workspace (Sheets, Slides, Doc, Form), LibreOffice (Writer, Draw)
- **Operating Systems:** Microsoft, macOS, Linux Mint
- **Data Analysis:** Microsoft Power Bi
- **Video Conferencing:** Microsoft Teams, Zoom
- **Design & Media:** Canva, Capcut, Carrd, WordPress
- **Note-Taking Software:** Obsidian
- **Human Resources Software:** Info-Tech HRMS
- **Accounting Softwares:** Xero, MYOB
- **Legal Software:** LawNet, Tessaract
- **Cloud Storage & Collaboration:** OneDrive, Dropbox, Microsoft Sharepoint

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Soft Skills:

- Attention to Detail
- Time Management
- Effective Communication
- Adaptability
- Problem-Solving
- Able to Work Independently
- Team Collaboration

Administrative Skills:

- Data Entry
- Filing (Physical and Digital)
- Mail Merge
- Calendar Management
- Recordkeeping & Document Control

PROFESSIONAL EXPERIENCE

Advox Law LLC, Full-Time Administrative Assistant

September 2025 – November 2025

- **Documentation & Case Management:** Managed legal workflows via Tessaract PMS and Microsoft OneDrive, including billing, case lifecycle tracking, and secure file storage to paralegals and lawyers.
- **Tech & IT Liaison:** First point of contact for basic IT troubleshooting (eg. Setting up Zoom calls, projecting to meeting room displays, resolving systems glitches), escalating complex IT issues to external IT vendors.
- **Operational Support:** Entrusted with sensitive external errands such as court submissions, banking, DHL/postal dispatches, ensuring timely and accurate handling of case-critical documents.
- **Administrative Coordination:** Coordinated between lawyers, paralegals, and external stakeholders to maintain smooth case flow and administrative efficiency.
- **Confidential Records Handling:** Handled confidential legal and client information with discretion, adhering to strict data protection and professional standards.
- **Legal Documents Preparation:** Prepared and managed legal documentation and correspondence, ensuring accuracy and compliance with internal procedures.

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Lee Tuck Onn Registered Surveyor, Full-Time Accounts Cum Administrative & Human Resource Assistant

July 2025 – August 2025

- **Accounts & Procurement Support:** Prepared invoices and generated quotations based on client project requirements, ensuring accuracy and timely delivery.
- **Payroll & HR Administration:** Assisted with payroll, preparation, timesheets, CPF records, and reimbursements, ensuring accuracy and compliance with company policies.
- **HR Compliance & Work Pass Management:** Supported Employment Pass renewals, levy submissions, and other MOM-related documentation to ensure compliance with Singapore regulations.
- **Recruitment & Job Advertising:** Posted job ads on JobStreetExpress and MyCareersFuture, screened applications, and coordinated interview scheduling.
- **Office & HR Operations:** Handled employee documentation, recruitment coordination, and general office management tasks such as correspondence, scheduling, and filing.

Prima Deli, Part-Time Service Crew

November 2024 – July 2025

- **Customer Service & Enquiry Handling:** Responded to customer enquiries in person and over the phone, ensuring clear communication and positive service experiences.
- **Transaction & Records Management:** Operated POS and NETS systems to process payments accurately, maintaining financial accountability.
- **Inventory Oversight:** Monitored and replenished stock, ensuring resources were available when needed.
- **Conflict & Crisis Management:** De-escalated conflicts and responded calmly to emergencies, maintaining a safe and orderly environment

Lee Bon Leong & Co., Legal Intern

June 2024 – September 2024

- **Records Management:** Organised physical and digital filing systems for case files and correspondence, ensuring structured cataloguing and quick retrieval.
- **Financial Documentation:** Assisted with invoicing and billing processes, demonstrating accuracy and attention to detail.
- **Client Coordination:** Supported meeting scheduling and client communications, strengthening service and coordination skills.

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RGIS, Temporary Stock-Taker

April 2024 – May 2024

- **Inventory Control:** Conducted stock counts using scanning equipment, ensuring accuracy in data entry and stock reporting.

Ascendo Academy Pte. Ltd., Human Resource Intern

September 2023 – February 2024

- **Data Entry Accuracy:** Assisted with HR & administrative functions, including preparation of contracts, filling employee records, and updating the HR system.
- **Problem-solving:** Supported career services and student services: scheduling onboarding, liaising with trainers, preparing certificates, and handling queries.
- **Accuracy in numbers & recordkeeping:** Involved in finance and operations support, such as processing invoices, claims (SkillsFuture), and coordinating with external vendors.
- **Event coordination & logistics planning:** Helped to organise events & workshops by arranging logistics, preparing attendance sheets, and distributing learning materials.
- **Flexibility & Adaptability:** Provided general administrative support across three departments (HR, Administration and Operations), ensuring accurate documentation and smooth processes.

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LANGUAGES

- **English:** Professional Working Proficiency
- **Malay:** Limited Working Proficiency
- **Mandarin:** Basic Working Proficiency

CERTIFICATIONS

- **Getting Started with Microsoft Word:** Coursera Project Network (*Issued: March 2025, Credential ID: SUZDN1ASXR5X*)
- **Using Basic Formulas and Functions in Microsoft Excel:** Coursera Project Network (*Issued: March 2025, Credential ID: NB3EJDWXK6R*)
- **Excel Macros & VBA for Beginners:** Simplilearn (*Issued: March 2025, Credential ID: 8072865*)
- **Introduction to Power Query in Excel Basics Course:** Simplilearn (*Issued: March 2025, Credential ID: 8076396*)
- **Conditional Formatting, Tables and Charts in Microsoft Excel:** Coursera Project Network (*Issued: March 2025, Credential ID: XPGAB7R11R45*)
- **Getting Started with Microsoft PowerPoint:** Coursera Project Network (*Issued: March 2025, Credential ID: RE072JBMUXID*)
- **How to Use Lookup Reference Math and Text Functions in Excel:** Coursera Project Network (*Issued: March 2025, Credential ID: 8G8EXA9X7XSP*)
- **Launch your first online meeting with Zoom:** Coursera Project Network (*Issued: April 2025, Credential ID: IDWBEFIQEEJR*)
- **Collaborating with G Suite Apps:** Coursera Project Network (*Issued: May 2025, Credential ID: KSBBOM7MCJ09*)
- **Create Charts and Dashboard using Google Sheets:** Coursera Project Network (*Issued: May 2025, Credential ID: AAS6ZJYUDK12*)

ADDITIONAL INFORMATION

- **Availability:** Immediate
- **Concluded probationary tenure early at Lee Tuck Onn Registered Surveyor due to commuting demands while pursuing part-time law studies.**
- **Concluded probationary tenure early at Advox Law LLC due to misalignment between role demands and part-time commitments.**