



NUR SYAHIRAH BINTI MAMAT AMIN

Position For Human Resources Manager

ABOUT ME

- Expert in Financial System with knowledge of financial with Honours and Marketing Administration.
- Proven ability to effectively lead personnel in various combat and non-combat situations.
- Strong problem-solving abilities and committed to achieving goals with knowledge and new experience.

WORK EXPERIENCE

Feb 2018 – Present

Finance Assistant • Perodua Holdings SDN BHD • Selangor

- Using mathematical skills, calculated totals, checked figures and corrected figures and connected mistakes found in physical and digital files.
- Maintained budget control systems by assembling budget documents and maintaining expenditures.
- Accurately recorded financial data and invoices and prepaid closing statements every month and at year-end.

Jan 2017 – Feb 2018

Personal Assistant • Mega Jaya Holdings • Selangor

- Responsible for providing staff training, monitoring staff progress, designing budgeting for projects and ordering supplies as required.
- Wrote and maintained operations and procedure manuals defining staff duties and confidentiality requirements for effective household and office operations.
- Responsible for taking minutes of business meetings.



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Taman Sri Tempoyang,
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EDUCATION

**BACHELOR BUSINESS ADMINISTRATION (HONS)
FINANCE,
UNIVERSITI TEKNOLOGI MARA (UiTM) / SELANGOR /
2016**

- Dean's List Honoree Semester and Year with CGPA 3.90
- Award Name Recipient
- Completed continuing education in subject

**DIPLOMA IN BANKING STUDIES
UNIVERSITI TEKNOLOGI MARA (UiTM) / KELANTAN /
2014**

- Dean's List Honoree Semester and Year with CGPA 3.85
- Ranked in Top Number of class
- Completed continuing education in subject

ABILITY & SKILLS

1. Excellent Communication skills, Fluent in English, Malay and Mandarin



2. Client Satisfaction



3. Typing Skills



EXTRA-CURRICULAR ACTIVITIES

**VICE CHAIRMAN
BUSINESS SOCIETY / UNIVERSITI TEKNOLOGI MARA
(UiTM) / KELANTAN**

- Completed daily reports of incidents, safety violations, repair requirements for equipment, property damage and/or theft. Unauthorized persons within area and any unusual events.
 - Ensured tactical plans, equipment and weapons were maintained to enhance procedure for emergency response.
 - Responsible for monitoring the program in the university.
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