

# Nik Adik, Nor Syarida

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## Resume Summary

Current Position : Purchasing & Admin Executive in G-Force Equipment Services Sdn Bhd (2006 - Present)  
Current Specialization : Maintenance/Repair (Facilities & Machinery)  
Highest Education : Diploma in Business Studies/Administration/Management  
Years of Experiences : 8  
Expected Salary : MYR 00.00 (Neg)

## Employment History

2006 - Present

### 1. G-Force Equipment Services Sdn Bhd

Position Title (Level) : Purchasing & Admin Executive (Junior Executive)  
Specialization : Maintenance/Repair (Facilities & Machinery)  
Role : Machinery Maintenance  
Industry :  
Work Description :

#### OVERALL PURPOSE OF JOB :-

1. Purchasing
2. Admin

#### MAIN ACTIVITIES/ TASKS :

- Monitor and update purchase activity including Local and International. (Germany, Belgium, US, Japan, China, Australia and Singapore )
- To make sure deliveries from supplier on time arrive. To monitor and maintain delivery to customer as per schedule.
- Conduct meeting & discussion, prepare report, and provide information related purchasing.
- Meets, communicate and negotiate improved price, parts quality and delivery.
- Review and approved purchase order replacement of purchase activity for accuracy, delivery and pricing.
- Maintain complete updated purchasing records/data and pricing in the system.
- Support relevant departments with quotations for potential customer.
- Source for new parts, suppliers or sub-contractors when the need arises.
- Planning of purchase for stock level.
- Perform and update warranty claim of spare part / Equipment Purchase.

#### Admin

- Monitor and update Admin and Billing such as DO, invoice, debit note and credit note activity.
- Perform and update monthly closing for Account Payable and Account Receivable to accounts department.
- Update Petty Cash activity.
- Organize and maintain file and records.
- Provide general administrative support including but not limited to: phones and distributing mail.
- Coordinate, create, edit and distribute both internal and external correspondence under the direction of Executive Management.
- Coordinates and schedules events, conferences, meetings, travel, conference rooms, luncheons, etc.
- Prepare montly claim for Executive Director and maintain the security of confidential information.

Monitor JPJ Registration and Puspakom Inspection (B2) for new vehicle / Equipment.

- Applying Import permit (JK69) with MITI (no longer applicable due to new regulation).
- Interacting with customers, senior-level executives, and all other levels of employees.

#### Personal Attributes

- Honest and trustworthy
- Respectful
- Cultural awareness and sensitivity
- Flexible
- Fast learner

2003-2006

## 2. Nationwide Express Courier Service Berhad

Position Title (Level) : Customer Service Assistant  
Specialization : Courier and Freight  
Role : Services  
Industry :  
Work Description

#### OVERALL PURPOSE OF JOB :-

1. A customer service assistant work is to answering queries asked by the customer either face to face, over the phone or via fax and emails. Up to date with all procedures, products and services of the organization.

## 3. Solid Automotive Berhad

Position Title (Level) : Warehouse Assistant  
Specialization : Spare Part  
Role :  
Industry :  
Work Description

#### OVERALL PURPOSE OF JOB :-

- Monthly stock count.
- Update in/out stock card accurately.
- Maintain accurate inventory and responsible for goods receiving/inspection for goods return/reject.
- Monitor all received goods wastage/reject/damage goods and report to management.
- Responsible for store tidiness and cleanliness by carefully stacking and arranging all inventories and clearly identify all warehouse locations
- Monitor all received goods wastage/reject/damage goods and report to management.
- Responsible to accurate count stock/pick based on delivery order before loading to the vehicles.
- Any other responsibilities and duties assigned by the management.

## Educational Background

Graduation Date: 2002

### Diploma of Business Studies/Administration/Management

Major : -  
Institute/University : Cosmopoint College of Technology, Malaysia  
Grade : -

## Skills

(**Proficiency: Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)

Skill	Years	Proficiency
Purchasing	>5	Advanced
Administration Skills	>5	Advanced
Accounting Knowledge	>5	Intermediate

## Languages

(**Proficiency: 0=Poor - 10=Excellent**)

Language	Spoken	Written
Bahasa Malaysia	10	10

## Personal Particulars & Preferences

Date of Birth : 5 Aug 1982  
Nationality : Malaysia  
Gender : -  
Expected Monthly Salary : MYR3,800.00 (Neg)  
Last drawn Monthly Salary : MYR3,310.00 (gross)

## References

Name : Mr.Peter Ratonel  
Relationship: Office Mate  
Position : Technical Specialist Manager  
Company : G-FORCE EQUIPMENT SERVICES SDN BHD  
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