

SITI SUZANA BINTI TUGIMIN  
(I/C No: 810406-01-5670)  
No.22, Jalan Suria Tropika 1/C  
Taman Suria Tropika  
43300 Seri Kembangan  
Selangor.  
019-3711 483  
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## **JOB OBJECTIVE**

To achieve the highest level of accounting or admin position in dynamic organization which gives me tremendous amount of exposure to grow up professionally and improve myself and be a part for the success of the organization. Strive for excellence in a professional work environment through diligence and dedication, while having adequate opportunity for career development.

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## **PROFESSIONAL EXPERIENCE**

Account and Admin Executive  
ACT Technology (Asia) Sdn Bhd  
January 2007 ~ Present

- Responsible for selection, evaluation and qualification of suppliers. And also to monitor the supplier's performance and to feedback to supplier for subsequent action.
- Responsible for purchase requisition, purchase order and negotiation with supplier.
- Assist in development and implementation of service to maintain client satisfaction and organization efficiency.
- Extended telemarketing services to potential clients.
- Responsible for accounts receivable and payable.
- Preparation of monthly business activity statements.
- Preparation of Financial Statement using UBS Software.
- Responsible for annual financial account and company tax submission to auditor.
- Preparation of salary, allowance Kumpulan Wang Simpanan Pekerja (KWSP), Pertubuhan Keselamatan Perkerja (Perkeso) and income tax using UBS Payroll Software.
- Responsible for meeting arrangement and preparation minutes of meetings.
- Responsible for international travelling arrangement including flight ticket, accommodation and transport.
- Responsible for incoming telephone calls, provides answer to routine inquiries or refers them to other personal and keep office running efficiently.
- Responsible for ISO9001:2008 internal audit and document control.
- Responsible to ensure appropriate control and maintenance of all internal and external generated documents to meet ISO9001:2008 requirement.
- Preparation of new marketing material and responsible for developing and maintaining company website.
- Performed all functions related to human resources including benefits administration, attendance, wages, leave, personal filing system, allowance and others that complies with current employment practices.

Admin Executive  
Kolej Aman Batu Pahat  
Dec ember 2004 ~ January 2007

- Answered queries regarding course registration and general information and resolved client concerns in a dynamic environment.
- Performed monthly financial reconciliations and submitted reports to senior management.
- Responsible for accounts payable, accounts receivable, general ledger and monthly bank reconciliation.
- Responsible for new admission process including registration, education fees payment, accommodation and subject registration and time table.
- Responsible for foreign student admission including accommodation and international passport.
- Responsible to liaison with MOE, LAN, JPS, Immigration and PSMB.

- Providing secretarial support including answering telephones, assisting visitors, and resolving and referring a range of administrative problems and inquiries.
- Responsible for established, maintained, and constantly updating files, databases, records, and other documents.
- Assist marketing team to organize exhibition, marketing material and promotion of courses.

## EDUCATION

Bachelor of Business Administration (Finance) Mara University of Technology (UiTM), Johor GPA: 3.27	2004
Diploma in Business Studies Mara University of Technology (UiTM), Johor GPA: 2.87	2002
Sijil Pelajaran Malaysia Sekolah Menengah Dato' Sulaiman, Johor First grade	1998

## SKILLS

- - Excellent in Microsoft Office.
  - Strong analytical ability and detailed oriented.
  - Good in time management, organizational, planning and interpersonal skills.
  - Able to work independently, perform multiple tasks and work under pressure.
  - Able to communicate effectively with all level.
  - Team player, self starter, energetic and resourceful.
  - Knowledge in UBS Payroll, UBS Accounting and UBS Assets Register Software

## CURRENT AND EXPECTED SALARY

- Current salary: RM 3,000.00
- Expected salary: RM4,500.00

## AVAILABILITY

Two months of notice period.

## REFERENCE

Rizal Effendy bin Abdul Malik  
System Manager  
Ampang Line Department  
Infrastructure Development Division  
Syarikat Prasarana Negara Berhad  
B-20-1, Level 20  
Menara UOA Bangsar  
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