

FARAH FADIELAH BINTI AB SUKOR
No 17 Jalan Rumbia 14
Taman Daya
81100 Johor Bahru
Johor

07 Feb 2014

To: Whom It May Concern,

REF: APPLICATION FOR THE JOB

I'm, Farah Fadielah Binti Ab Sukor, would like to apply for the suitable job in your company. My experience as an Payroll Clerk at Kiswire Cord Sdn Bhd, I'm done study in Diploma in Information Technology.

With the qualification and experience that I gained, I believe it will be an asset for me in attaining the position. All the details concerning my qualifications and experience are stated clearly in my resume that I attach together with this letter that I trust and believe will meet your requirements.

Last but not least, I will be grateful if you could grant me an interview at your convenience. Thank you in advance for your time reviewing my application letter and hope to hear from you.

Thanking you in advance.

Yours faithfully,

(Farah Fadielah Binti Ab Sukor)

MY RESUME



A. PERSONAL DETAILS

Name	Farah Fadielah Binti Ab Sukor
Date Of Birth	24 January 1985
Age	29 Years Old
NRIC	850124-01-5476
EPF No.	17615459
Socso No.	
Marital Status	Married
Health	Good
Written & Spoken Language	Bahasa Melayu & English Language
Contact No.	07-2551475 (Office)
	012-2576933 (Handphone)
Email	farah@kiswire.com marissaexclusive@gmail.com
Resident Address	No 17 Jalan Rumbia 14
	Taman Daya
	81100 Johor Bahru

B. EDUCATION BACKGROUND

<i>1. DIPLOMA IN INFORMATION TECHNOLOGY (DIT)</i>	
Years	2006
Result	Pass (CGPA : 2.29)
Institute	SAL Collage Johor Bahru

<i>4. SIJIL PELAJARAN MALAYSIA (SPM)</i>	
Years	2003
Result	Pass (5 Credit)
School	Sek. Men. Keb. Taman Daya

<i>5. SIJIL RENDAH PELAJARAN MALAYSIA (SRP)</i>	
Years	2001
Result	Pass (4 Credit)
School	Sek. Men. Keb. Taman Daya

C. WORKING EXPERIENCE

1. KISWIRE CORD SDN BHD (4nd Oct. 2006 – untill now)

Position : Payroll Clerk
Department : General Affair
Report to : Admin Manager
Responsibilities : Every month must to submit salary report

General & Administration

- EPF & SOCSO matters.
- Updated the employee attendance report
- Monitor employees benefits record such Annual Leave, MC etc.
- Payroll preparation
- General Assitant
- Assistant in delivery

Recruitment & Employment

- Maintain the employees registration for EPF & SOCSO
- Maintain the employee registration record
- Preparing the new employee Appointment Letter
- Interviewing & Selection of new candidates for operater
- Preparing the Manpower Status Report by monthly
- Preparing the Employee Attendance Status by daily
- Maintain the employee record

Welfare

- Hostel Management
- Employee Gift Administration

Employee Relations

- Preparing the personal file for all staff & operator
- Update all data.

Payroll Administration

- Monitoring the payroll on end month
- Preparing Payroll summary report.
- Assist conducting salary survey

D. SEMINAR / COURSE ATTENDING

Title	<i>Easypay Payroll Training</i>
Organized	<i>Creative Purpose, City Square, Johor Bahru</i>
Date	<i>21th November 2006</i>

Title	<i>Clerical Devolopment</i>
Organized	<i>Training Mind SDN BHD</i>
Date	<i>18th & 19th March 2008</i>

Title	<i>Effective Managent Of Human Resource Functions</i>
Organized	<i>Anugerah HRM Consultant Sdn Bhd</i>
Date	<i>23th & 24th June 2008</i>

Title	<i>The Essentials Of Payroll Computation</i>
Organized	<i>Naga Chain Management Sdn Bhd</i>
Date	<i>11th & 12th September 2008</i>

Title	<i>Effective Payroll Management</i>
Organized	<i>SBM Training & Consultancy Sdn Bhd</i>
Date	<i>29th & 30th July 2010</i>

Title	<i>Seminar Perlindungan Keselamatan Sosial</i>
Organized	<i>Pertubuhan Keselamatan Pekerja (Perkeso)</i>
Date	<i>7th October 2010</i>

Title	<i>Seminar Perlindungan Keselamatan Sosial</i>
Organized	<i>Pertubuhan Keselamatan Pekerja (Perkeso)</i>
Date	<i>7th October 2010</i>

E. PC KNOWLEDGE

1. Ms. Words
2. Ms. Excel
3. Ms. PowerPoint

G. EXPECTED SALARY

RM 2,000.00 (negotiable)

H. REFERENCE

En. Izan Fadlullah Bin Idris
Manager – Admin / General Affair
Kiswire Cord Sdn Bhd