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## EXECUTIVE SUMMARY

More than 5 years' experience in handling Performance Management System (PMS) which indicate for individual performance or KPI. Works closely with senior managerial or directional staffs to provide administrative support for discretion and confidentiality. Able to garner a support from a staff and executive management, acting as a key of events and talent to consolidate a budget costing for traveling, events and meeting.



## NOOR HERDAYU BTE JAINAL

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Mobile number:	+6013-7242210
E-mail:	herdayu.jainal@yahoo.com
Nationality:	Malaysian
Identity Card No:	820105 – 01 – 5844
Date of Birth:	5 January 1982
Gender:	Female
Marital Status:	Married

## EXPERIENCE

**Edaran Otomobil Nasional Berhad (EON), Shah Alam**  
**Executive (EON Auto Mart) / Executive Secretary (Mitsubishi)**  
**Nov 2012 – Present**  
**Current Salary: RM 3,000.00**

- Provide administrative support to Chief Operating Officer (COO) EON Auto Mart in a timely and courtesy manner
  - Ensuring all documents for COO EON Auto Mart approval is in compliance with Company's policy and within his limit of authority
  - Assist COO EON Auto Mart to plan Branch Managers Key Performance Indicator
  - Monitoring and manage Performance Management System (PMS) for branches and HQ personals in order to measure organization and individual performance
  - Assist Human Capital Development Department in Recruitment process (Manpower requisition, Staff Welfare etc)
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- Develop and compute budget for function/training - prepared in advance with lowest cost possible, i.e usage of budget airlines, car pool, shared lodging
  - Arrange for a manage material for COO EON Auto Mart's meetings with staff and relevant department which requires initiative and the ability to work to tight deadlines
  - Set up and handled incoming mail and office filing systems
  - Collected and coordinated the flow of internal and external information
  - Monitor existing documents to ensure they remain thorough, accurate and up-to-date
  - Responsible for word processing collation of official company documents
  - Reconcile expenses and general administrative duties

**Edaran Otomobil Nasional Berhad (EON), Shah Alam**  
**Executive - Sales Operations / Executive Secretary (Proton)**  
**Jan 2008 – Oct 2012**

- Assist GM - Proton Operations to produce timely management reports covering all aspects of branch operations, effectiveness, efficiency and financial results
- Assist GM -Proton Operations to plan, organize and direct branch operations to ensure the achievement of performance standards objectives
- Monitoring the movement of documents, supplying and presenting with accurate information
- Ensuring all documents for GM - Proton Operations approval is in compliance with Company's policy and within his limit of authority
- To organize and plan meeting/traveling between GM - Proton Operations and relevant department
- Develop effective relations with internal, external, business association and customers
- Develop and compute budget for function/training - prepared in advance with lowest cost possible, i.e usage of budget airlines, car pool, shared lodging
- To ensure that branch's planned activities and operations can be conducted in the most efficient way
- Assist GM - Proton Operations to plan Branch Managers Key Performance Indicator
- Monitoring and ensure branches compliance of SOP
- Assist GM - Proton Operations to establish branches AMP

**Edaran Otomobil Nasional Berhad (EON), Shah Alam**  
**On-job Training (OJT)**  
**Jan 2007 – Apr 2007**

Performance Management System (PMS) Administration

- Assist the PMS Team Members in administering and maintaining the performance management system
  - Update the Employees' data and staff movement into electronic PMS for EON Group of Companies
  - Analyze the Performance Management data/ outcome to identify and interpret trends in areas that are beneficial to the companies
  - To maintain effectives filing system for the performance management data.
  - To update staff movement as and when required by users
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- Update existing and changes in JCM to reflect changes in EON working environment

#### Compensation and Benefit (C & B)

- Involved in the Compensation and Benefit review for EON Group of Companies.
- Prepare C & B summary for the management decision

#### Training

- Assist Learning and Development Department to coordinate training programs at EON Head Office

Reason of leaving - End of practical training period

### **EDUCATION AND QUALIFICATIONS**

2004 – 2006	Universiti Teknologi MARA (UiTM), Shah Alam, Selangor Darul Ehsan Bachelor of Science, Management Mathematics CGPA 2.97
2001 – 2004	Universiti Teknologi MARA (UiTM), Shah Alam, Selangor Darul Ehsan Diploma, Science Quantitative CGPA 3.19
2000 – 2001	Universiti Teknologi MARA (UiTM), Shah Alam, Selangor Darul Ehsan Certificate, Information Technology CGPA 2.67

### **PERSONAL STRENGTHS AND SKILLS**

#### **Personal attributes:**

- Accuracy | Excellent organizational skills | Planning and Time Management
- Gregarious | Optimistic | Initiative | Reliability | Stress tolerance
- Ready for taking challenging roles in an immense and complex organization
- A positive person and cheerful to others
- Fast learner and committed towards achievement goals and objectives
- A good team player

#### **Languages:**

- Malay Language (Very Good)
- English (Good)
- Mandarin (Intermediate)

#### **Core Knowledge and Functional Skill Areas:**

- Have a very good knowledge in computer system
  - In depth knowledge of Microsoft Office - Ms Word, Excel, Access and Power Point
  - Relevant experience in software applications such as MATLAB, SPSS, ARENA and Microsoft Project
  - A computer savvy
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<b>Expected Salary:</b>	<b>RM 3,700</b>	<b>(negotiable)</b>
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**REFEREES**

**En. Abdul Wahab Mohd Noor**

Ex COO – EON Auto Mart

No 2, Persiaran Bandar Baru Tambun 6,  
Bandar Baru Tambun.

Ipoh

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