



Expected Salary:
MYR 4,000

Juliana Nordin

Admin Executive at Inari South Keytech Sdn Bhd

(+60) 0127058339 | junesalem@yahoo.com | 34 years old | Johor Bahru, Johor

Experience 12 years
Previous Administrator
FMC Wellhead Equipment Sdn Bhd
Education Universiti Teknologi Malaysia (UTM)
Bach Degree, HR (2017)
Nationality Malaysia

Experience

Sep 2012 - Present
(1 year 7 months)

Admin Executive

Inari South Keytech Sdn Bhd

Monthly Salary MYR 3,550

Work Description: Provide administrative support by conducting and organizing administrative duties and activities. Duties include:

1. Prepares and manage all outgoing correspondences.
2. Licenses application/submission to MPKu, JKPP, Bomba, DOE, TNB, Custom.
3. Liaise with Immigration (Johor & Putrajaya) for visa and work permit application/renewal (DP10/DP11).
4. Prepares HR/Admin budgets and reports.
5. Prepare training plan & coordinate training.
6. Prepare ISO documentations for HR, Logistics and Facilities.
7. In charge for general cleaning & housekeeping for whole plant.
8. Maintain adequate inventory of office supplies.
9. Sourcing and engaging local suppliers & vendors.
10. Recruitment.
11. Liaison officer with Custom for LMW related issues.
12. In charge of hostels for Expat & foreign workers & management lodgings.
13. Committee members for Safety & Health Committee.
14. Coordinate payment for general billings i.e. Telekom, TNB, SAJ, rentals etc.
15. Travel bookings / arrangement – air ticket & hotel bookings.
16. Coordinate customer visits – prepare meeting rooms & refreshments.

Sep 2011 - Sep 2012
(1 year)

Administrator
FMC Wellhead Equipment Sdn Bhd

Monthly Salary MYR 3,500

Work Description: Provide administrative support to Global Products Supply team through conducting and organizing administrative duties and activities. Duties include:

1. Organizes & coordinates appointments, meetings & conferences with various departments.
2. Take, prepare & distribute minutes of meeting.
3. Meet & greet visitors - customers and overseas staff.
4. Maintain adequate inventory of office supplies.
5. Purchase Requisition & Sales Order entry in SAP and PO verification in SRM.
6. Provides liaison between department and staff – internal & external.
7. Committee members for Internal Communication program – coordinate IC programs, send out invitation to employees, drafting posters, food & games arrangement etc.
8. Committee members for Quality Life Club – participate in staff activities (organizing & coordinating) like Badminton, Bowling & Futsal tournament, Blood Donation Campaign & Annual Dinner.
9. Ad-hoc committee for company events like Quality Day – liaise with suppliers for souvenirs, caterers for food and staff participation for the events.

(Resign due to Contract expires)

Jan 2008 - Aug 2011
(3 years 7 months)

Secretary to General Manager / Director
SBN Industries Sdn Bhd

Monthly Salary MYR 3,500

Provide administrative support to management through conducting and organizing administrative duties and activities.

Jan 2007 - Dec 2007
(11 months)

Secretary to Sr Manager,Subsurface
Carigali Hess Operating Company Sdn Bhd

Monthly Salary MYR 3,650

Provides secretarial and administrative support to the Senior Manager & Subsurface Department.

(Resign due to husband relocation to Singapore)

Jul 2003 - Dec 2006
(3 years 5 months)

Personal Asst. to GM Bus. Dev, Airport GM & CEO
Senai Airport Terminal Services Sdn Bhd

Monthly Salary MYR 2,600

Provide secretarial and administrative support to the General Manager and CEO.

Education

2017	Universiti Teknologi Malaysia (UTM) Bachelor's Degree in Human Resource Management Malaysia
	Major Business Administration Grade On-going
2001	Universiti of Technology MARA (UiTM) Bachelor's Degree in Law (LLB) Malaysia
	Major Law Grade Incomplete
	Grade Incomplete

Skills

Advanced	Event Planning, Travel & Visa arrangement, Public Relation, MS Office
Intermediate	Payroll, Employment Act & Labour Law, Lotus Applications, Training & Development
Basic	Quality Sytems & ISO 9001:2000, SAP & Oracle Applications

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
English	10	10
Bahasa Malaysia	10	10

Jobstreet English Language Assessment (JELA)

Date Taken 16 Nov 2009

Score 35/40

KEY COMPETENCIES:

1. Planning & Organising
2. Interpersonal Skills
3. Committed
4. Verbal & written communication skills
5. Initiative
6. Reliability
7. Stress Tolerance
8. Analytical & Problem Solving

PERSONAL ATTRIBUTES:

1. Confident
2. Independent
3. Resourceful
4. Creative

EXPERIENCES & ACHIEVEMENTS:

1. Managed to bring in reliable vendor/supplier and negotiated good pricing and terms.
2. Creatively came up with solutions for issues in hands – admin/facilities/logistics/purchasing matters.

3. Developed a comprehensive company profile for SBN Industries.
4. Prepares & drafts presentation materials & report papers for Petronas Vendor Development Program for approval as supplier of Restricted Category products for Petronas related companies.
5. Controls the inventory of office supplies by using economical products and buys items in large stock in order to reduce the inventory expenses.
6. Coordinates convenient and practical business travels through economical airlines routes with proficient budget.
7. Liaise with Govt Agencies – Immigration, Labour Dept, JKPP, MPKu, AELB, Bommba etc.
8. Liaises with contractor, authorities and government agencies on event set-up for company's corporate functions. For example, the Opening Ceremony of Senai Airport City Lounge, Riau Air Inaugural Flight to Senai Airport.
9. Liaises and coordinates with production house on corporate video project involved in scripts drafting, shooting, editing and voice recording for Senai Airport corporate video.
10. Coordinate & liaise with government agencies on State Government exhibition.
11. Part of the Senai Airport commercial team in media promotion. Drafted newspaper advertisement on Senai Airport City Lounge and came up with 30 different offers for Singapore promotions.
12. Prepares promotional materials for clients and government agencies including looking for gifts and souvenirs for clients and VIPs.

ACTIVITIES & INTERESTS:

Reading, arts, music, cooking and traveling.