

**Juliana Nordin**

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**QUALIFICATIONS:**

Qualification : Matriculation / Pre-U

Major : Law

Inst./University : Universiti Teknologi Mara (UiTM)

CGPA : 3.3/4

Graduation Date : 2001

Qualification : Degree

Major : Law

Inst./University : Universiti Teknologi Mara (UiTM)

Grade : Incomplete (had to discontinue studies due to financial problem)

Qualification : Diploma

Major : Business Studies/ Admin./Management

Inst./University: Assoc. of Business Executive (ABE)

Grade : Remaining 2 more semesters

***\*\*\*Currently pursuing Bachelor Degree Science*** in Human Resource Development from University Technology Malaysia (UTM) on part-time basis.

Expected graduation date: 2017

**EMPLOYMENT HISTORY:**

Experience Level: Total 13 Years of Experience

**Company Name: Inari South Keytech Sdn Bhd (subsidiary of Inari Berhad)**

Position Title: Project Administrator Position Level: Senior Executive

Industry: Manufacturing/Electronics Duration: Sep 2012 – present

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, JKKP, Bomba, DOE, TNB & Custom.

3. Liaise with Immigration Johor & Putrajaya for work permit/professional pass/expat pass application & renewal.

4. LMW liaison officer.

5. Handles overall admin and HR related matters.

6. Prepares HR/admin budgets and reports.

7. Recruitment – planning, searching candidates, liaise with recruitment agents, conducts initial interview.

8. Sourcing and engaging local suppliers & vendors.

9. Maintain adequate inventory of office supplies.

10. In charge of contract agreement with vendors – hostels, cleaning, vending machines.

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**Company Name: FMC Wellhead Equipment Sdn Bhd**

Position Title: Dept. Administrator/Secretary Position Level: Senior Executive

Industry: Manufacturing/Oil/Gas/Petroleum Duration: Sep 2011 – Sep 2012

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.

*(Contract expires)*

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**Company Name: SBN Industries Sdn Bhd**

Position Title: Secretary to General Manager / Director Position Level: Senior Executive

Industry: Manufacturing / Production Duration: Feb 2009 – Aug 2012

Work Description: Provide administrative support to management by conducting and organizing administrative duties and activities.

*(Seeking more challenging role)*

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**Company Name: Johor Port Logistics Sdn Bhd**

Position Title: Exe. Secretary to CEO, COO & Advisor Position Level: Senior Executive

Industry: Transportation / Logistics Duration: Oct 2007 - June 2008

Work Description: Provides secretarial and administrative support to CEO/COO/Advisors office.

*(Resign due to distance – P.G. Highway bad traffic)*

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**Company Name: Carigali Hess Operating Company Sdn Bhd (Kuala Lumpur)**

Position Title: Secretary to Senior Manager, Subsurface Position Level: Non-Executive

Industry: Oil / Gas / Petroleum Duration: Mar 2007 - Sep 2007

Work Description: Provides secretarial and administrative support to the Senior Manager.

*(Resign due to husband relocation to Singapore)*

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**Company Name : Axis Incorporation Berhad**

Position Title : Personal Assistant to Group Managing Director

Position Level : Senior Executive Industry : Manufacturing / Production

Duration : May 2006 - Feb 2007

*(Resign due to Management restructuring)*

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**Company Name : Senai Airport Terminal Services Sdn Bhd**

Position Title : Personal Asst. to GM Bus. Dev, Airport GM & CEO Position Level : Non-Executive

Industry : Aerospace / Aviation / Airline Duration : Dec 2003 - Apr 2006

Work Description: Provide secretarial and administrative support to the General Manager and CEO.

*(Seeking more challenging role)*

**Skill Years Proficiency**

1. Event Planning >5 Advanced
2. Travel & Visa arrangement >5 Advanced
3. Public Relation >5 Advanced
4. MS Office >5 Advanced
5. Payroll 1 Intermediate
6. Employment Act & Labour Law 2 Intermediate
7. Lotus Applications 1 Intermediate
8. Training & Development 1 Intermediate
9. Quality Sytems & ISO 9001:2000 1 Beginner

**Language Spoken Written**

English 10 10

Bahasa Malaysia 10 10

JobStreet.com English Language Assessment [www.jobstreet.com]

Last 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, JKKP, MPKu, AELB, Bomba 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.

13. Active member of Quality Life Club in FMC Technologies and had organized Blood Donation campaign, Futsal & Badminton tournament, Shell Quality Day Family day, Annual Dinner – design posters, liaise with supplier on the souvenirs and gifts, brainstorming on the event activities and arrangement with event management company on the event coordination to ensure that the event work smoothly as planned.

14. Handling VIP and customer visits (large group from overseas) on weekly basis – includes transport arrangement, coordinate with relevant HOD on the itinerary of the visit & lunch arrangement.

15. Active member of Corporate Communication team for Nusajaya plant – coordinate & organize management meet staff activities such as Birthday bash, management talk and weekly group meeting.

**ACTIVITIES & INTERESTS:**

Reading, arts, music, cooking and traveling.

**OTHER INFORMATION:**

Willing to Travel: Yes

Possess Own Transport: Yes