Raja Balkish binti Raja Rozali

No.1961, Lorong Samudra 1, Taman Samudra, Seri Manjung, Perak

011-211 25575 / 010-5086698

Experienced Summary

Administrative support professional experienced working in fast-paced environments demanding strong organizational, technical, fast learner, energetic and active and good interpersonal skills. Highly trustworthy, ethical, and discreet; committed to superior customer service. Confident and poised in interactions with individuals at all levels.

Detail-oriented and resourceful in completing projects / work tasks; able to multi-task effectively. Capabilities include:

* Document Control (CMS-Construction Management System), Data Archiving & Filing System
* Secretarial, Customer Service & Relations
* Word Processing & Typing
* Computer Operations
* Accounts Payable/Receivable / Purchasing
* Office Equipment Operation
* Telephone Reception @ Telephone etique
* Ability to resolve problems quickly and effective and determining appropriate course of action, which are then reported to the HOD.

Personal Info

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| --- | --- | --- | --- |
|  | **Email** | [kississaura76@gmail.com](mailto:kississaura76@gmail.com) | |
| **Date Of Birth** | 02 February 1976 | |
| **Age** | 37 | |
| **Gender** | Female | |
| **IC No.** | 760202-02-5794 | |
| **Nationality** | Malaysian | |
| **Marital Status** | Divorce | |
| **EDUCATION**  **EDUCATION** | **College :**  **Cert**  **Year**  **Gred:** | | ITTAR @ INSTITUT TUN ABDUL RAZAK formerly known as UNITAR – UNIVERSITY OF TUN ABDUL RAZAK, KUALA LUMPUR  Office Administration and Secretarial  1996 - 1997  CERTIFICATE |
| **School:**  **Cert**  **Year**  **Gred:** | | SEK MEN VOKASIONAL TAIPING, PERAK  Sijil Pelajaran Malaysia (SPM)  1994  2 |
|  | |  |
| **School:**  **Cert:**  **Year** | | SEK MEN ST. BERNADETTE’S CONVENT, BATU GAJAH, PERAK  Sijil Rendah Pelajaran (SRP)  1991 **Grade** : A |
| **EMPLOYMENT HISTORY**  **EMPLOYMENT HISTORY**  **EMPLOYMENT HISTORY** | 1. **MARINA ISLAND DEVELOPMENT; MARINA SANCTUARY RESORT GROUP OF COMPANIES – LUMUT, PERAK**   **POST : “FREELANCE” PROJECT – ADMIN. OFFICER**  **DATE OF SERVICE : 17/02/2014**  **JOB SCOPE :**  Providing comprehensive administrative services in :   * Documentation control or management for Contract & Project Dept. * Contract Administration. * Minutes taking and follow up on action plan. * Handling in Purchasing – For All Marina Island Group of Companies * General Administrative Services – For All Marina Island Group of Companies * Sales Administration. * Any ad-hoc tasks requested by the Management.  1. **ARCADIS & TOWELL SDN. BHD. – SERI MANJUNG, PERAK.**   **POST : SECRETARY CUM DOCUMENT CONTROLLER FOR**  **MEASUREMENT DEPT.**  **DATE OF SERVICE : 01/10/2011 until 31/12/2013**  **JOB SCOPE :**   * Performed administrative work and document controller support functions for the Measurement Manager and also the Measurement Professional’s staff. * Upkeep all of latest and previous contract in hard copies and soft copies appropriately. * Filing, retrieving for all contract documentations, updating contract flows, correspondence, BMS and invoicing submission to Control Dept. of Vale Minerals Malaysia. * Deals with the Contractor’s for Contract Documentation. Assisting the Construction Dept. for Document Controller functions – data entry for Construction Dept. documentation.  1. **AL-IKHSAN SPORTS SDN. BHD. – BANDAR SERI ISKANDAR, PERAK**   **POST : ASSISTANT SUPERVISOR (SPORTS BOUTIQUE)**  **DATE OF SERVICE : 16/06/2011 until 30/09/2011**   * Manages regular activities of the staff employees who are involved in the merchandising and marketing of the services and products. * Responsible on monitoring daily cash transaction via ERP software, submission of reports of cash transaction, credit cards, and debit cards payment received. * Monitoring on staffs attendance, overtime, monitoring on financial on daily, weekly and monthly sales target & reports. * Handling of receiving of goods, Purchase Order, Transfer of Stocks In & Stocks Out to the outlet and to another outlet using ERP software 5) Directly reporting to Regional Sales Executive  1. **INDAH WATER KONSORTIUM – KOTA BHARU, KELANTAN.**   **Formerly known as MAJAARI SERVICES SDN. BHD., under Kelantan’s State Government Sewerage Organisation.**  **POST : CUSTOMER SERVICE COORDINATOR – OPERATION DEPT.**  **DATE OF SERVICE : 15/06/2009 – 31/05/2011**   * Reporting to Operation Executive & Finance Dept. * Handling of customer request, enquiries, complaint for desludging & blockage services via incoming phone calls & walk in customers. * Handling of receiving of payment transaction for billing process on Desludging or Blockage Services. (transaction can be cash transaction and also via banking online). * Transfer all the cash transaction to Finance Dept. on the end of the day and do closing report for cash and also the online banking info. * Do weekly and monthly report for Desludging & Blockage Income and Customer Data - Operation Dept. purpose  1. **PACIFIC HYPERMARKET & DEPT. STORE SDN. BHD. @ KB MALL – KOTA BHARU, KELANTAN. (being posting and promoted)**   **Retailing and Shopping Mall under The Store Malaysia Berhad**  **POST : SUPERVISOR ASSISTANT OF ADMINISTRATION & COMPLEX,**  **COMPLEX – ADMIN. DEPT.**  **DATE OF SERVICE :** 01/09/2004 until 01/06/2009   1. **THE STORE CORPORATION SDN. BHD., - KOTA BHARU, KELANTAN.**   **POST : ADMIN. CLERK**  **Retailing and Supermarket under The Store Malaysia Berhad**  **DATE OF SERVICE :** 04/09/2003 (moved to Pacific Hypermarket)   1. **KOTAVILLE SDN. BHD. – KOTA BHARU, KELANTAN.**   **POST : SALES CLERK**  **Contractor & Housing Developer**  **DATE OF SERVICE :** 15/03/2001 until 01/08/2003 (Contract End)   1. **ISETAN OF JAPAN - LOT 10. JALAN SULTAN ISMAIL, KUALA LUMPUR**   **POST : HR ASSISTANT – HR DEPT.**  **Retailing and Shopping Supermarket**  **DATE OF SERVICE : MAC 1998 UNTIL MAY 1998**  **\*\*\*Moved to Kota Bharu, Kelantan follow husband \*\*\***   1. **KAJIMA (MALAYSIA) SDN. BHD. – JALAN SULTAN ISMAIL, KUALA LUMPUR**   **POST : Dec, 1994 until June 1995 – Admin. Clerk in Head Quarters.**  **June 1995 until May 1996 – Site Clerk at Evergreen Laurel Hotel Project, Penang.**  **June 1997 until Jan 1998 – Site Clerk For The Ascott Condominium Project, Jalan Pinang, Kuala Lumpur.**  **–“A” Class Japanese Construction Company** | | |
| **COURSE ATTENDED**  **EXTRA ACTIVITIES**  **COMMUNITY INVOLVEMENT**  **COMMUNITY INVOLVEMENT**  **PREFERENCES**  **REFERENCES** | 1. RAC 01/Working At Height Course, Conduct By Bureau Veritas Malaysia at Vale Minerals Malaysia Training Centre – 18/12/2013 2. Microsoft Excel 2010 Course (Beginner, Intermediate & Advanced) by Arcadis & Towell Sdn. Bhd. – 21/6/2013 3. SPE / GED Training for Document Control, Conduct By PMO Dept. Vale Minerals Malaysia – 19/12/2012 4. Offshore Induction, Conduct By Health & Safety Vale Minerals Malaysia – 11/03/2013 5. A 2 Day In House Program On Occupational First Aid & Cardio Pulmonary Resuscitation (CPR) – 12/3/2012 unti 13/3/2012, By Alpha International Training & Consultancy at Vale Minerals Malaysia. 6. Safety Induction Course by Enigma Mutiara, Vale Minerals Malaysia – March,2012. 7. CIDB Induction Course by Health & Safety Agencies, Vale Minerals Malaysia at Best Western, Marina Island, Lumut. - December 2011 8. Complex Administration Part 1, Conduct By PKK Malaysia, Melia Hotel, Kuala Lumpur – 1/3/2006 9. The Effective Supervisor at The Store Corporation Berhad, Petaling Jaya – 14 until 15/8/2005 10. Microsoft Office ’97 at Pusat Teknologi Maklumat, USM, Kota Bharu, Kelantan- 25/8/1999 until 9/10/1999 11. Cabin Crew Basic Course at Airline Recruitment & Training Co.,Kuala Lumpur – 14/1/1996 until 14/2/1996 12. Basic English Language Courses at Robert Lam Manpower Training Center, Kuala Lumpur – 15/7/1996 until 14/8/1996 13. Clerical Development Programmed at A.F. Management Services, Kuala Lumpur – 4/12/1995 until 5/12/1995  * Teambuilding White Water Rafting With A&T Measurement Dept ; July 2012 ( 2 Days) * JMFR “Janakuasa Manjung Fellowship Ride” TNB Power Plant Cycling Event – 130km ; 28 April,2013.   (Active in cycling event since in Kelantan State and also at present)   * Active in Community service especially with VALE VOLUNTEER PROGRAMME.  1. **V-Day: A Turtle Affair** -cleaned up the Segari Turtle Sanctuary, released Turtle hatchlings to the sea; 29th Nov. 2013. 2. **Inter-exchange of 2 culture : Jalinan Budaya Malaysia Brazil** - vast cultures of Malaysia and Brazil; Sunday, 17th Nov. 2013. 3. **Discover Yourself with Vale Graduation Day- Collaboration with the Outward Bound School Malaysia (OBS)**, **Vale’s “Discover Yourself”** aims to foster personal growth and develop social skills of the youths in Manjung; 08th Nov. 2013. 4. **Health and Safety Carnival** - various exhibitions showcasing topics on road safety, anti-drugs, cyber safety, general and home safety, community policing, dental healthcare, CPR, stop smoking and many more were in place. Joint venture with participation from the Local Authorities; 19th. Oct. 2013. 5. **Gender Campaign** - To raise awareness about gender equity and its role in creating a safe and fair environment especially at workplace; 23-27 September 2013. 6. **Road Safety Campaign** - A carriage designed to simulate the impact of a collision in a safe and controlled environment; 2-6 September 2013. 7. **Vale Iftar** Ceremony – As Usherettes; 31 July 2013. 8. **Beach Cleaning** **of Teluk Rubiah Beach** @ Vale Project - Gotong Royong, Environment Week; 05 June 2013.10. 9. **Donation Drive** – Making Monetary Donation and Item Donation to Underprivileged Family near to Teluk Rubiah; 20th Dec. 2013. 10. **V-Day : Mangrove Plantation Programme** in conjunction with environment day At Teluk Muruh Beach, Lumut; 01st Dec.2013. 11. **Discover Yourself with Vale Graduation Day**- Collaboration with   the Outward Bound School Malaysia (OBS), Vale’s “Discover Yourself” aims to foster personal growth and develop social skills of the youths in Manjung, by providing outdoor exposure, facilitating the self-learning process and improving their cognitive skills; 08th. Dec. 2012.   1. **Health and Safety Program** with Secondary School in Manjung District- to raise awareness among young student about health and safety; 23th. Oct. 2012. 2. **Visit to Rumah Titian Kasih Shelter Home for Orphanage** - Support Donation Item, clean the RT home, entertain the children with games and refreshment; 13th. Oct. 2012 3. **Golden Rules Assembly** - Explaining the significance of the Golden Rules as a guideline in ensuring everyone’s health and safety not only while working on site, but also at home; 19th. Sept. 2012 4. **Ground Breaking Ceremony** for Vale Project; 8th. Nov.2011 5. **Visit to Syndrom Down Kids Home, Bachok, Kelantan** for The Store Berhad**;** Year 2008 6. **SUKOM @ Commonwealth Games 1998, Kuala Lumpur –** as Usherettes; Year 1998   **Travel:** Will Consider  **Relocate:** Will Consider  **Expected Salary:** MYR 3,300.00 ( willing to negotiate )  **Availability To Start Work :** 1 week notice to current employer   1. **Mr. Rafael Ferraco**   **Measurement Manager**  **Tel : 019-9365880**  **Arcadis & Towell Sdn. Bhd.**  Vale Minerals Malaysia Sdn. Bhd  Vale Project, Jalan Semarak Api,  Teluk Rubiah, Seri Manjung, Perak.  **2. En. Samsudin bin Sahriman**  **Measurement Professional**  **Tel: 012-5028187 / 012-5080744**  Vale Minerals Malaysia Sdn. Bhd  Vale Project, Jalan Semarak Api,  Teluk Rubiah, Seri Manjung, Perak.  **3. Puan Nur Hazlin binti Mahmood**  **Engineer – Project Dept.**  **Tel: 019-9365880**  **Majaari Services Sdn. Bhd.**  Lot 188A, Seksyen 21,  Jalan Tengku Ismail Off Jalan Telipot  15200 Kota Bharu, Kelantan. | | |