



SAKINAH NAJLA

ADDRESS : 16-8 APARTMENT TAMAN BERINGIN, JALAN GP 1, TAMAN GOMBAK
PERMAI, 68100 BATU CAVES, SELANGOR.

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DATE OF BIRTH: 17/09/1994

Objectives

Seeking for an excellent opportunity job to gain skills, knowledge and experience of work in this field for better career and prospects. Looking for an organization where I can enhance my knowledge and from my theoretical learning give my best to the organization which will add value.

Education

College Poly-Tech Mara Kuala Lumpur

July 2015 | Diploma In Human Resource Management

- Dean List In Semester 4

Sekolah Menengah Kebangsaan Sungai Nibong

2007 - 2011 | Sijil Pelajaran Malaysia

- School Prefect
- Pandu Puteri Presiden
- AJK Pembimbing Rakan Sebaya

Working Experience

Tour cum Ticketing Executive

From July 2016 to February 2017

D Asia Travel Sdn Bhd | No 75, Jalan Bukit Bintang, Level 4.05, 55100 Wilayah Persekutuan Kuala Lumpur

- Creates customize package according to customer request
- To arrange and coordinate tours/transportation
- Handle booking and sales for travel agents and walk-in customer
- Hotel reservation/booking
- Prompt follow up for sales by phone, email and social media
- Create invoice for confirmed booking
- Handle enquiries via telephone , email and etc. (Outbound & Inbound)
- Handle ticketing enquiries via Galileo Travel Port (Beginners)

Compliance Officer

From December 2015 to July 2016

R.S.I Trading Sdn. Bhd. | 432, Ground Floor, Jalan Tuanku Abdul Rahman, 50100, Wilayah Persekutuan Kuala Lumpur

- Creates AML/CFT awareness among staff
- Ensures that staff has an understanding of money laundering and counter financing terrorism through constant training & refresher activities , AML training portal, AML/CFT presentation, etc.
- Ensures compliance by the staff on all AML/CFT requirements
- Understands the principles of anti-money laundering and counter financing terrorism as outlined in the AML/CFT Policy
- Provides day to day guidance to staff regarding AML/CFT
- Acts as the liaison officer to Merchante Compliance Unit (CU)
- Assists in detecting/recognizing & monitoring suspicious transaction
- To review the transactions pattern of the customers and to ensure that the activities performed are consistent with their profile
- To ensure that all money exchange transactions are in adherence to the relevant rules and regulations at all times
- To keep proper filing of transaction documents as per the AML/CFT requirements

Human Resource Industrial Trainee

From Jan 2015 to May 2015

Plexus Manufacturing Sdn Bhd | Plot 87, Lebuhraya Kampung Jawa
Bayan Lepas 11900, Penang, Malaysia.

- Industrial Trainee in Employee Relation Department.
- Assisting in recruitment.
- Direct Labor Hiring.
- Do a plant tour to the new hire.
- Interview arrangement.
- Distribute smock and ESD shoes to new hire.
- Do task assign by the manager.
- Do background screening using Venovox.
- Do offer letter
- Issuance meal voucher to new hire.
- Locker management.
- Arrange vendor to come and do promotion for employees
- Troubleshoot employee problem.
- Distribute birthday gift.
- Update notice board.
- Help in canteen operation to increase employee satisfaction

Skills

- Proficient In Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Publisher, Adobe Reader, Picasa. MIRS, MoneyPro
- Language : Written – English, Malay
Spoken – English, Malay, Mandarin Chinese
- Able to work in stress environment.
- Easily adaptable to new environment.
- Teamwork
- Can work independently with minimal supervision.

Reference : Furnish when required

Expected Salary : Will to accept an offer at current market