



## FARIDAH BINTI ESRAN

Address : Block A25, Lot A208, Taman Sejati Ujana, Phase 6, 90000 Sandakan, Sabah  
Phone : 011-1908 8014 / 019-871 7406  
Email : [faridah.esran@gmail.com](mailto:faridah.esran@gmail.com)  
D.o.B : 17<sup>th</sup> August 1987

### OBJECTIVE

Offering experiences and abilities in assisting administrative and accounting department. Less supervision but eager to learn new things to gain more experience. Self-motivated and like to help and support colleagues.

### EDUCATION

*Bachelor of Science With Honors (Mathematics With Economics)*  
– UNIVERSITI MALAYSIA SABAH

*Diploma of Mechatronic Engineering*  
– POLYTECHNIC OF KOTA KINABALU

*Sijil Pelajaran Malaysia (SPM)*  
– SM TEKNIK SANDAKAN

*Penilaian Menengah Rendah (PMR)*  
– SMK ST MICHAEL

*Ujian Penilaian Sekolah Rendah (UPSR)*  
– SK ST GABRIEL

### ACHIEVEMENT

- Dean's List CGPA of Diploma of Mechatronic Engineering

### WORKING EXPERIENCE

April 2013 – May 2017

- Work as Admin cum Accounts Assistant at Brinks Corporation Sdn. Bhd.
- Preparing and Issuing of Invoices for billing purposes
- Tracking monthly payment from clients
- Preparing and updating general ledger to maintain financial record of sales
- Preparing Security Guard to attend *Certified Security Guard (CSG)*
- Assist and support Operational Team regards to security guard necessity
- Exposed to site visiting as a requirement to participate in Tender of Security Guard Services
- Preparing document and attachment for Tender

### INDUSTRIAL TRAINING

Periods : July 2012 – September 2012

Department/Agency/Company : Sabah Forest Department

- Trained in Economy, Industry & Statistic Unit
- Maintaining paper filing system
- Gathering data to prepare 5 Years Masterlist of Mill Licence, Registered Contractor and Export License of wood mill companies in Sabah.

Periods : December 2006 – June 2007

Department/Agency/Company : Nexus Resort Karambunai

- Trained in Maintenance & Engineering (M&E) Unit
- Servicing electrical and electronic component
- Assist and support Technical Team for setting-up any events held by Nexus
- Monitoring daily technical complaints

### OTHER TRAINING & COURSE

- Attending course of *Pengurusan Industri Kawalan Keselamatan* held by Persatuan Perkhidmatan Kawalan Keselamatan Malaysia (PPKKM) at Kementerian Keselamatan Dalam Negeri

## LANGUAGES

### Bahasa Malaysia

Writing ■■■■■■■■■■

Speaking ■■■■■■■■■■

Reading ■■■■■■■■■■

### English

Writing ■■■■□□□□

Speaking ■■■■□□□□

Reading ■■■■□□□□

## SKILLS

### Microsoft Office

Excel ■■■■■■■■□□

Word ■■■■■■■■□

Powerpoint ■■■■■■■■□

### Maple

LINGO

Web and Tech Savvy (require little to no training)

## MISCELLANEOUS

Previous Monthly Salary : RM 2,220.00

Expected Monthly Salary : RM 2,000.00 (Negotiable)

Posses Own Transport : Yes

## REFERENCE

Mr. Jerry Lo  
Majlis Perbandaran Sandakan  
0198539640

Mrs. Merlyn Lim  
Personal Assistant  
Pulau Sipadan Resort & Tours Sdn. Bhd.  
0198962800

Ms. Grace Sylvester  
Administration & Operation Manager  
Brinks Corporation Sdn. Bhd.  
0198722332

Mr. Andurus Abi  
Head of Economy, Industry & Statistic  
Sabah Forest Department  
089-242869 /  
089-666170 Ext. 2869