



**FATIN SUZIRA BINTI HUSIN**

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## **OBJECTIVES**

- To obtain position that will enable me to use my strong technical and soft skills, educational background and ability to work well with people to propel the organization achieving its goals and objectives.

## **EDUCATION**

June 2013 – April 2016: Polytechnic Muadzam Shah, Pahang

Diploma in Business Studies

Major in Business Management

CGPA 3.05

Jan 2009 – Nov 2012 : Sekolah Menengah Kebangsaan Kuala Besut

Sijil Pelajaran Malaysia (SPM)

## **WORKING EXPERIENCES**

### **1. PERMODALAN NASIONAL BERHAD (PNB)**

Unit Trust Operation Department

- Industrial trainee.
- Responsible for the bankruptcy, block or freeze and release unit holder account status.
- Check the status whether unitholder have been invest in one of the scheme in ASNB.
- Key in information of unit holder from various branches of Malaysia Insolvency Department (MID).
- Captured, tagged and printed in page mailer the account that have been blocked.
- Batching process.

Dec 2014 – April 2015

## 2. BUKIT KELUANG BEACH RESORT

### Administration

- Perform general clerical duties
- Follow up with all the document tightly.
- Prepare payroll and key in in computerised system.
- Work closely with company operations team, purchase and maintain inventory of events, equipment, stationary and facilities.
- Answer & attend to all calls and redirect to relevant staff members, taking messages and assembling mailing
- Check attendance, overtime and leave management
- Assist in any other related assignment as required from time to time.

Dec 2016 – Till now

SKILLS & QUALIFICATIONS: # Time management # Teamwork # Stamping process # Filing

### SKILLS

Language skills	Spoken	Written
• English	Good	Good
• Malay	Good	Good

### Computer skills

Good keyboard and word-processing ability, Competent in Microsoft Office packages and the internet.

### STRENGTH

- Able to work independently and as a team.
- Can work under pressure.
- Good keyboard word-processing ability.
- Competent in Microsoft Office packages and the internet.

Additional info

Expected salary MYR 1,400 – 1,700

## **REFERENCES**

Ani Liza bt Abd Rahman

Lecturer of Business Studies, Polytechnic Muadzam Shah

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Mohd Razmi Hamzah

Data Management & Planning Section, Unit Trust Operation Department

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