



MUHAMAD EDIKA HELMI BIN LUTFI

Admin Assistant

CONTACT

✉ helmi.edy@gmail.com

☎ 013-5848757

🏠 LOT 3600
KAMPUNG PAYA
LINTAH,
33700
PADANG
RENGAS,
PERAK

COMPUTER SKILLS

Microsoft Office Suite:

- Word
- PowerPoint
- Access
- Excel
- Project

Email Processing
Graphic Design
Movie Maker

ACHIEVEMENT

- Dean's Award on December
2014 Examination

OTHER INFORMATION

Licensed: B2 & D
I Enjoy Travelling

PERSONAL DETAILS

NAME:	MUHAMAD EDIKA HELMI BIN LUTFI
IDENTIFY CARD NUMBER:	941013-14-5191
DATE OF BIRTH:	13 OCTOBER 1994
NATIONALITY:	MALAYSIA
GENDER:	MALE
MARITAL STATUS:	SINGLE
RELIGION:	ISLAM

PROFESSIONAL SUMMARY

The dedicated and focused secretary who excels in prioritizing and completing multiple tasks simultaneously. Specializes in administrative support to busy service firms. Committed to delivering high-quality results with little supervision. Energetic, organized, and professional.

EDUCATION BACKGROUND

MARCH 2016 - JANUARY 2018:	Bachelor of Office System Management UiTM Puncak Alam
DECEMBER 2012 - APRIL 2015:	Diploma in Office Management and Technology UiTM Seri Iskandar
JANUARY 2011 - DECEMBER 2011:	Sijil Pelajaran Malaysia Sekolah Menengah Kebangsaan Tun Perak

LANGUAGE

PROFIENCY (0 = POOR - 10 = EXCELLENT)

LANGUAGE:	SPOKEN	WRITTEN
BAHASA MALAYSIA	10	10
ENGLISH	5	5
MANDARIN	3	3

SOCIAL



fb.me/edikahelmi



@edikahelmi

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT INTERN AUGUST 2017 - NOVEMBER 2017:

JABATAN KERJA RAYA KUALA KANGSAR

- Designed electronic file systems and maintained electronic and paper files.
- Created PowerPoint presentations used for business development.
- Created weekly and monthly reports and presentations.
- Managed the day-to-day calendar for the company's chief clerk.

RETAIL SALES DECEMBER 2015 - FEBRUARY 2016:

SNS NETWORK (M) SDN BHD

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.

CUSTOMER SERVICE DECEMBER 2011 - JANUARY 2012:

LAKSA PAK NGAH RESTAURANT

- Managed the receptionist area and including greeting visitors.

PERSONAL QUALITIES

- Able to work independently with minimum supervision as well a team player, fast and keen learner.
- Willing to work long hours if required.
- Interest in learning new things and multitasking person.
- Able to persuade well with clients and colleague.
- Honest, patient, willing to help and willing to learn.

REFERENCES

1. Farah Syazreena Azmi
Coordinator
Bachelor of Office System
Management,
Faculty of Business Management,
UiTM Puncak Alam,
42300 Bandar Puncak Alam,
Selangor Darul Ehsan,
+603-3258 7014

2. Shefek Afendi Mohd Zain
Coordinator
Diploma in Office Management and
Technology,
Faculty of Business Management,
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017-5900889