



NURUL AINI BINTI JAMALUDDIN

nurulwdin86@gmail.com 019 – 3943050

B-2-17 Apartment 600, Taman Lembah Maju 2/1 Ampang, Kuala Lumpur. (Rented apartment)

TOTAL EXPERIENCE LEVEL: 13 Year(s) of administrative, Documentation, Clerical, and sales experience.

Personal Particulars

Age	: 30	Date of Birth	: 07 AUG 1986
Gender	: Female	Marital Status	: Single
Nationality	: Malaysia	IC No.	: 860807-56-5830

Qualification	: SPM Level
Field o Study	: Arts
School	: Sekolah Menengah Temenggong Kati, Kuala Kangsar Perak.

Hobbies	: Web surfing, Travelling, Watch Movies, Photography, Cooking And Baking
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Passion in life	: Work or do something that is meaningful in my day to day life
Specialty Skill	: Designing a webpage for personal not commercial use
Goal in life	: Want to earn enough money to buy own house and car

Career Goals

My goals are simple. I like to challenge myself in tough and difficult environments of working. Sometimes when it gets too difficult I will quit and start fresh by learning from the mistakes I've obviously made from my previous job.

I am only an SPM qualification, and to be honest it did not turn out so good due to my poor planning during my school time. Being more mature and experience I've learnt that I can still push through by improve my level of skills and competency throughout different roles and industries in the market. The biggest challenge I have currently is time management.

Employment History

Icon Offshore Berhad (Mac 2013 – 2016 Current)

ISM Audit Admin/ Documentation Controller

Documentation in Technical & Quality Specialize in International Safety

Audit Admin Executive (Permanent)

Work Description

Responsibilities:

- Ensuring that documents and data essential to the company's Safety Management System (SMS) are approved, distributed to the appropriate department & vessels, revised, recorded, filed and disposed in accordance with the approved procedure.
- Identifying improvements in the Company's documentation & record management system.
- Monitor all approved documents are distributed and updated.
- Monitor the disposal of the obsolete documents at immediate action..
- Monitoring all vessels statutory / trading certificate, surveys & equipment.
- Assists the Superintendent in safety, security, technical & quality management of the company.
- Prepare and arrange documents/audit between company authority/classification society/third parties & etc.
- Arrangement for new vessel; act as Authorizes Officer for all vessels in company fleet.
- Send advisory to all vessels and staffs on new regulations or any others changing.
- Prepare & disseminate Circular to Master (CTM) to all vessels.
- Disseminate Incident Report Circular (IRC) / Safety Circular to all vessels.

AIRAMOS CHOC BOUTIQUE SDN. BHD. (2008 - 2012)
Admin Asisitant (Permanent)

Work Description

Responsibilities:

- Maintains files, including filing of general ledger journal vouchers, accounts payable documentation, and other miscellaneous filings.
- Types a variety of documents, reports, and records.
- Keys daily worksheets to the general ledger system.
- Prints daily accounts payable checks and inserts checks and invoices into envelopes for mailing.
- Prepares requisitions for office, computer, and routine supply purchases.
- Assumes responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.
- Maintains regular contact with other departments to obtain and convey information and/or to correct transactions.
- Keeps management informed of area activities and of any significant problems. Attends and participates in meetings as required.
- Ensures that work area is clean, secure, and well maintained.
- Completes special projects and miscellaneous assignments as required.
- Audit daily sales reports submitted by location management.
- Discuss report results with location management.
- Post data to sales journal.
- Handle customer and employee accounts receivable.
- Assist with accounts payable, prepare checks.
- Other duties as assigned.

GRAND CONTINENTAL HOTEL SDN. BHD.(2007-2009)
Admin Assistant (Permanent)

Work Description

Responsibilities:

- Maintains and makes necessary adjustments to various records and/or logs such as journals,time reports, or property records.
- Verifies amounts and codes on various forms for accuracy.
- Sorts documents and posts debits/credits to proper account. Balances entries and makes necessary corrections.
- Verifies statement items and totals with office records.
- Makes and checks necessary calculations.
- Answers inquiries.
- Prepares forms or encodes materials for data input.
- Prepares or checks invoices, requisitions and other documents for processing; encodes and obtains approval when necessary.
- Compiles routine numerical information for report purposes by hand or by running routine recurring reports on internal computer records.

FAMOUS AMOS SDN. BHD. (2006 to 2007)
Admin Assistant (Permenent)

Work Description

Responsibilities:

- Develops enthusiastically satisfied customers all of the time.
- Welcomes and connects with every customer.
- Discover customer needs and appropriately suggests product with every customer to enhance service and meet sales goals.
- Responds to customer needs and says thank you to every customer.
- Demonstrates the "Just Say Yes" behavior by taking care of customer needs.
- Provides quality biscuits consistently for all customers
- Prepares beverages to standards.

- Follows health, safety and sanitation guidelines for all products.
- Maintains Quality store operations
- Follows store policy and procedures for operational flow at each station.
- Follows standards for merchandising, stocking, rotating and storing products.
- Performs cleaning tasks in accordance with the duty rosters and cleaning standards and works as a store team member.
- Presents oneself professionally and demonstrates clear communication by using Star
- Skills with all customer and partner interactions.
- Contributes to store profitability
- Follows cash handling procedures and cash register policies.
- Follows inventory stocking and recording guidelines.
- Contributes to store goals for increasing sales and improving profits.
- Takes responsibility to learn all aspects of the barista position
- Responsible for self-initiated learning.
- Learns and demonstrates creating the Starbucks Experience.

GOLDEN ARCHES SDN. BHD. (2004 to 2006)
(Permanent)

Work Description

Responsibilities:

- Compiles and maintains records of business transactions and office activities of establishment, performing variety of following or similar clerical duties and utilizing knowledge of systems or procedures: Copies data and compiles records and reports.
- Responsible for self-initiated learning.
- Learns and demonstrates creating the Starbucks Experience.
- Computes commissions, and payments.
- Records orders for merchandise or service.
- Receives, counts, and pays out cash.

- Prepares, issues, and sends out receipts, bills, invoices, statements, and checks.
- Operates office machines, such as cash register
- Opens and routes incoming mail, answers correspondence, and prepares outgoing mail.
- Greet and assist visitors.
- Prepare purchase supplies

ADDITIONAL INFO

SOFTWARE SKILLS

SKILL	Years of Experience	Proficiency
MS Excel	>5	Intermediate
MS PowerPoint	>5	Intermediate
MS Word	>5	Intermediate
Bass Nett System (BASS)	>5	Intermediate

LANGUAGES PROFICIENCY

(0=Poor - 10=Excellent)

Language	Spoken	Written
Bahasa Malaysia	10	10
English	8	8

No	DESCRIPTION OF CERTIFICATE	Year
1.	Combined ISM & ISPS Code Internal Auditor Course	2013
2.	Document Filing & Office Administration Course	2014
3.	Domestic Shipping License Exemption (DSLE) Awareness Workshop	2015

- 13 years working experience.
- Self-confidence always at a higher level
- Capable in Microsoft Excel, Microsoft Words and Microsoft PowerPoint
- Able to work at anytime and anyhow.
- Manage to conduct a walk-in interview session for vacancies.
- Hardworking.
- Able to work under pressure
- Team player
- Self driven and positive overall attitude
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WEAKNESSES

- Needs supervision and guide for new things to learn for work related matters
- SPM level only
- Command and writing skill in English is moderate

Availability	: Immediately
Job Preferences	: Admin/ Clerk/Document Controller
Preferred Work Location(s)	: Kuala Lumpur
Preferred Job Type(s)	: Full-Time
Expected Monthly Salary	: MYR 2,500.00(Negotiable)
Willing to Travel	: Yes
Willing to Relocate	: Yes
References (upon request)	