



Yasmin Md. Yusoff

(ADMIN/SECRETARIAL/PERSONAL ASSISTANT)9-3-7 Blok
Chengal, Taman Desaminium Rimba,
Lestari Perdana, 43300 Seri Kembangan, Selangor.

SKILLS

- Verbal communication skills.
- Negotiation and persuasion skills.
- Organization and prioritization skills.
- Ability to work under pressure.
- Ability to work in a team.

REFREE

Mr. Khairul Anuar Muhamad Noh
Executive Media Officer

Tingkat 3, Pejabat Strategi
Korporat dan Komunikasi,
Bangunan Pentadbiran,
Universiti Putra Malaysia,
43400 Serdang Selangor

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CONTACT DETAILS

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011 – 3341 0535



WORK EXPERIENCE

PERSONAL ASSISTANT

MKRS Bumi (M) Sdn.Bhd

June 2017 - Current

Organize work by update all filing and data systems; responsible for performing variety of daily administration, secretarial duties, and confidential record keeping duties.

PERSONAL ASSISTANT

Research Institute of Agriculture, UPM

November 2016

Work closely with senior managerial or directorial staff to provide administrative support, devising and maintaining office systems, including data management and filing.

STOCK ACCURACY ASSISTANT FRESH

Tesco IOI City Mall

August 2016

Ensure stock is rotated on a regular basis, and to accurately undertake the check of daily floats and reconciliation of the daily takings.

MEDIA PRACTITIONER

Corporate Strategy and Communication Office, UPM

January 2016

Responsible for managing communication between the organization and various media outlets to improve relationships with media sources and journalists to obtain optimum media coverage for the organization.

EDUCATION

Diploma in Corporate Communication (CGPA: 3.47)

Studied about the basic knowledge of communication field to develop and enhance corporate communication skills.

Sijil Pelajaran Malaysia (SPM 2011)

Result: 3A 2B 1C 2D