

## **CURRICULUM VITAE**



**AHMAD AMILI AIMAN BIN AZIZ**

**Administrative Executive ( Previous )**

**YETSMART MANAGEMENT CONSULTANT SDN BHD**

(+60)135002660 | amiliaimanwork@gmail.com | RM 2000 – Negotiable | Gombak, Selangor

### **CAREER OBJECTIVE**

To gain further exposure and more experience in developing skill, knowledge for self – improvement and for my future career.

### **PERSONAL STRENGTH**

I have been described as a highly motivated person. I am willing to learn and accept any consequences from my action. I also fast learner and I can work independently as well as work in team. Willing to travel and start from any level of position.

### **EMPLOYMENT HISTORY**

#### **Administrative Executive ( Contract )**

Yetsmart Management Consultant Sdn Bhd | Kuala Lumpur, Malaysia

- **Position Level** : Executive
  - **Department** : Administration & Office Management
  - **Industry** : Consultant
  - **Date Join** : 1<sup>st</sup> January 2017
  - **Date Left** : 31<sup>st</sup> May 2017
  - **Monthly Salary** :RM 2400.00
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- Manage incoming, outgoing calls/emails.
  - Manage office inventory.
  - Order stocks and supply for the whole office ( Stationery supply ).
  - Record, filling, labelling, printing and photocopy.
  - Perform clerical task.
  - In charge for calculating punch card.
  - In charge for updating leave, MC's and petty cash.
  - In charge bank in Company's money.
  - In charge updating attendance every month to HR Payroll.

## EMPLOYMENT HISTORY

### Motivation Facilitator ( Contract )

NF Cahaya Resources | Batu Caves, Selangor

- **Position Level** : Senior Facilitator
  - **Department** : Motivation & Training
  - **Industry** : Education
  - **Date Join** : 3<sup>rd</sup> May 2015
  - **Date Left** : 3<sup>rd</sup> May 2016
  - **Monthly Salary** :RM 2130.00
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- Motivate and involve the youth of the area in community communication production.
  - Coordinate community training workshops.
  - Help establish, maintain and coordinate regular meetings of local community communications committee.
  - Monthly written reports to the district coordinator.
  - Share video or audio with other community facilitators.

### Personal Assistant ( contract )

AR Management Enterprise | PKNS Shah Alam, Selangor

- **Position Level** : Personal Assistant
  - **Department** : Business Convention
  - **Industry** : Event
  - **Date Join** : 17<sup>rd</sup> June 2014
  - **Date Left** : 18<sup>th</sup> June 2016
  - **Monthly Salary** :RM 2300.00
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- Acting as a first point of contact to dealing with correspondence and phone calls.
  - Booking and arrange location to set up the convention.
  - Organizing events and conferences.
  - Reminding the executives about task and deadlines.
  - Liaising with staff, clients and the management.
  - Collating and filling expenses.
  - Managing diaries and organize meeting and appointment.

## EDUCATION

**2009 – 2013**                      **Sijil Pelajaran Malaysia ( SPM )**  
**2014 – 2017**                      **Diploma**

## SKILLS SET

### **Microsoft Office**

Microsoft Word  
Microsoft PowerPoint  
Microsoft Excel

### **Soft Skills**

Word Processing  
Schedule Management  
Mathematics

### **Hard Skills**

Problem Solving  
Adaptability  
Strong Work Ethic  
Time Management  
Creativity

## REFERENCES

**Name**                                      :Mrs. Nurul binti Abdul Manaf  
**Relationship**                            : HR Manager Yetsmart Management Consultant Sdn Bhd  
**Contact**                                   : 019 - 4120872

**Name**                                      : Mrs. Noorsyalina binti Noordin  
**Relationship**                            : Lecturer School Of Management  
**Contact**                                   : 012 - 6325410