

Curriculum Vitae



AZRINA BT JA'AFAR

Qualifications

Diploma in Computer
Science And IT

Nationality

Malaysian

PERSONAL DETAILS

Age	:	37
Contact No.	:	012-661 5089
E-mail	:	n_shanana@yahoo.com.sg
I.C No.	:	800605-14-5428
Date of Birth	:	Jun 05, 1980
Place of Birth	:	Kuala Lumpur
Race	:	Malay
Religion	:	Islam
Sex	:	Female
Height/Weight	:	161 cm, 60 kg
Marital Status	:	Married

PERMANENT ADDRESS

No. 1, Kuarteres JBA
Jalan Kolam Air
Bukit Sentul
52000 Kuala Lumpur

EDUCATIONAL BACKGROUND

1998-2000	Entrepreneurs Development Institute (EDI) Diploma, Computer Science / IT
1993-1997	Sek Men Keb Convent Sentul PMR & SPM

COMPUTER LITERACY

Microsoft Excel	Good
Microsoft Word	Good
Microsoft Office	Good

LANGUAGES

	Spoken	Written
Bahasa Malaysia	Good	Good
English	Medium	Medium

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WORKING EXPERIENCES

SapuraKencana Allied Marine Sdn Bhd

Apr 2014 – Dec 2015

(1.8 Years)

Position : Administrator

Duties : Create Purchase Order (PO) and follow up payment with Account Dept

Preparation of resume / certification package for client / tender submission

Liaising with personnel / crew on submission of up dated resumes & certs

Supporting staff for AME / SKPB projects

Liaising with medical centre / safety training centre / offshore related training centre on renewal of medical or training certs

Manage stationary for dept

Filing and do clerical task

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WORKING EXPERIENCES

THREE HUNDRED SIXTY SDN BHD

Dec 2008 – Jan 2014

(5 Years)

Position : Admin Assistance

Duties : Reception cum admin

Received and record all in coming letter & circulate

Record and monitor all outgoing letter

Assist project team to do clerical works (etc: letter, invoice, tender submission, photocopy)

Responsible to arrange and maintain company's printed documents (letterhead, name card and envelope)

Prepare and update listing of invoice from time to time

Update mailing list and telephone register

Monitor and update list of project (Current & Completed) from time to time

Monitor and order stationary equipment

To assist other administrative duties to be assigned as and when required

To make sure meeting room, bosses room and office environments clean and in order

Monitoring cleaning equipment and pantry stuff

Filing

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SYARIKAT BEKALAN AIR SELANGOR (SYABAS)

Jan 2006 – Aug 2008

(2 Years)

Position : Bill Inspector

Duties : Random checking account for Estimate Billing

Random checking for Meter Range check (high, low and zero reading)

Make weekly and monthly report

Prepare credit note and debit note

Prepare later to consumer (etc: gate lock, meter stuck, meter lost, meter damage)

Carry out clerical works and other task as directed by the manager / supervisor

Filing

DATA TECH SDN BHD

April 2005 – December 2005

(8 Months)

Position : Data Entry Clerk

Duties : Key in data according to instruction from supervisor

Clerical works

Filing

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GENTING BERHAD

Feb 2004 – Dec 2004

(9 Months)

Position : Clerk

Duties : Key in data for telex

Key in data for invoicing

Separate invoice to customer, treasure department and filing

Searching news – Bloomberg & First Call

Distribute the news or email to GOD office

Make report for shareholders every end of month

Make payment for invoice (American Stock Exchange & New York Stock Exchange

Make arrangement (booking) for meeting room

Up-grade fail for billing year

Filing

DNMC INTERNATIONAL MARKETING

October 2003 – Dec 2003

(2 Months)

Position : Event Assistant

Duties : Promote product to customer

Taking order

Delivery the product

Stock-taking

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NAZA MOTOR TRADING SDN BHD

Jan 2001 – Jul 2003

(2 Years 5 months)

Position : Sales Clerk

Duties : Monitoring sales branches

Key in booking and payment

Follow up payment & L.O.U

Request Duty

Follow up duty paid

Collect documents from customs and forwarding dept.

Filing

Backup system for sales department

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REFERENCES

1. Reza Soroushmehr
Senior Executive
Subsea Crew Management
SapuraKencana Allied Marine Sdn Bhd
Mobile No: 019 – 8192853
2. Isfanina Sairi
Business Development Manager
First Marine Services (M) Sdn Bhd
Mobile No: 012 - 3358891