

CURRICULUM VITAE

Name : NORSHIELA BINTI MAT SAAT

Address : Block 96-07-07
Flat Sri Kota
Bandar Tun Razak
Cheras 56000 Kuala Lumpur

Date of Birth : 03.04.1990

I/C No : 890813-14-5256

Nationality : Malaysian

Status : Single

Qualification : UPSR, PMR, SPM

Computer Literate : Microsoft Office:
* Words
* Excel

Availability : Immediately after notice period of 1 month(s)

Reason for leaving : Seek for a better career advancement opportunities & exposure.
To gain experience in field of sales and merchandising.

WORKING EXPERIENCE

Present : TA BINAPRESTIJ SDN BHD

Position : General Clerk

Duration : August 2011 - until now

Monthly Salary : RM 1,800.00

Responsibilities:

- 1) Typing of Purchase Order to sub-contractors / suppliers.
- 2) Setting-up of filling systems.
- 3) Set-up, monitor and control of all incoming / outgoing correspondence.
- 4) Compile, record, update the annual leave of staff to be handed to the HR department by end of the month.
- 5) Prepare the payment voucher to pay TNB / Syabas / Telekom.
- 6) Ordering of stationeries / cartridges for printer / ordering of toner for photocopy machine.
- 7) Arrange for printing of drawings for tender exercise and / or construction drawings for projects in progress.

NORSHIELA MAT SAAT
(Cont'd)

Renewel of CIDB Certificate.

- 1) Compile the necessary document for renewing of the certificate including the progressing fee.

Renewel of Green Card with CIDB.

- 1) Renewel of the Green Card for the site staff.
- 2) Arrange training with CIDB for the new site staff to obtain the green card.

Administrator for ISO 900:2008 Management System.

- 1) To make sure all the document are in order and follow the requirement of the ISO standard.
- 2) Arrange for changes of documents, if required.
- 3) Arrange for conducting of internal audit on the effectiveness of the quality system and ensuring that the procedures are implemented.

Project involved :

- 1) Cadangan Pembangunan Pangsapuri Servis yang Mangandungi:
 - 1) Block A - 32 Tingkat yang mangandungi 207 unit apartment, dan
 - 2) Block B - 9 Tingkat yang mengandungi 43 unit apartment dengan kemudahan penduduk, kolam renang dan 4 tingkat tempat letak kereta bawah tanah di bahagian Lot 1994-2001, 2005 & 2006 (Parcel 1A) Bandar Sri Damansara, Mukim Petaling, Selangor Darul Ehsan.

Company / Name :

ZITRON ENTERPRISE (M) SDN BHD

Position :

General Clerk

Duration :

January 2008 - July 2010

Monthly Salary :

RM 1,200.00

Responsibilities :

- 1) To key in staff wages, overtime claims and incentives to over 5,000 employess every month.
- 2) Doing admin paperwork such as resign letter, promotion, transfer comformation, etc:-
- 3) To update staff's details and daily tardiness records.
- 4) Confirmation from other organization to confirm status of staff either active of resign.

Reference :

- i) Aminah Sham - 013-6412181
- ii) Lee Leong Sun - 016-3376424

Job Preferences

Expected Monthly Salary :

RM 1,800.00 (Negotiable)

Possess Own Transport :

Yes