

RESUME



A. PERSONAL DETAIL

Full Name : Nor Azuin binti Othman
NRIC : 800321-06-5178
Nationality : Malaysian
Address : No. 5 Jalan Rebung 17/KU11, Taman Desa Bukit Permata
42200 Klang, Selangor.
Telephone : 012-9706097
Email : azuinothman@yahoo.com.my
Date of Birth : 21 Mac 1980

B. EDUCATIONAL QUALIFICATION

1997 :	SMK SUNGAI KOYAN PAHANG	1995 :	SMK SUNGAI KOYAN PAHANG
	Sijil pelajaran Malaysia		Sijil Menengah Rendah (PMR)
	Grade – 1		2A, 5B & 1C

C. PERSONAL SKILL AND KNOWLEDGE

i. Language

- ❖ Bahasa Malaysia – proficient, both oral and written
- ❖ English – moderate in both oral and written

ii. Computer Skills

- ❖ Microsoft Office (Word, Excel and Power Point)
- ❖ UBS Accounting System

iii. Skills & Interpersonal Traits

- ❖ Possess high leadership ability
- ❖ Demonstrate capacity to work effectively and efficiently
- ❖ Fast learner person – willing and always ready to learn new things
- ❖ Highly motivated and energetic
- ❖ Able to communicate well to others
- ❖ A self-starter, analytical and team player
- ❖ Able to set up a good relationship with top management and colleagues

D. WORKING EXPERIENCE

- i. SW PARTS & SERVICES SDN BHD (JAGUAR SERVICE CENTRE)
 - ❖ Workshop Cashier/Receptionist
 - ❖ Work for reception positions, entertain guest and receive payment
 - ❖ Perform other related duties as required by Service Manager
 - ❖ November 2003 – August 2004

- ii. NATIONAL UNION OF COMMERCIAL WORKERS (NUCW)
 - ❖ Executive Admin – Confidential
 - ❖ Responsible for all accounting of both headquarters and branches
 - ❖ Supervise all administrative staff to ensure their work is up to date
 - ❖ To ensure account and books are complete and ready for auditing and inspection by the authorities
 - ❖ To prepare payments for the staff and Union matters
 - ❖ Organizing meeting and seminar
 - ❖ Perform other related duties as required by General Secretary and the Executive Council
 - ❖ August 2001 – May 2016

- iii. PERABOT BAHAGIA SDN BHD
 - ❖ Admin Clerk (General Duties)
 - ❖ Responsible for all accounting and administration of subsidiary companies of Perabot Bahagia Sdn Bhd
 - ❖ To ensure all work related to the companies are updated
 - ❖ To ensure account in USB System are complete and ready for audit
 - ❖ Perform other related duties as required by directors
 - ❖ September 2016 – January 2017

E. AVAILABILITY AND MOBILITY

- i. Availability – Immediately
- ii. Mobility – Car
- iii. Licenses – B2 & D