

Contact Details



Name : Umi Ifla binti Samad @ Amin

Address : No.22 Jalan Jelawat 5, Taman Sri Putra, 42700 Banting, Selangor.

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Email : umiifla2893@gmail.com

Personal Particulars

Date of Birth: 02 August 1993

Nationality: Malaysian

Gender: Female

Status: Single

IC. Number: 930802-05-5398

Qualification

Highest Qualification: Diploma

Field of Study: Estate Management

University: Universiti Teknologi MARA Seri Iskandar, Perak (2015)

CGPA: 2.64 / 4.00

Second Qualification: Sijil Pelajaran Malaysia (SPM)

School: Sekolah Menengah Kebangsaan Telok Datok (2010)

Result: 3A 3B 2D 1E

Interest Areas

- Business administration/Secretarial
- Property management.
- Valuation

Key Skills

Intrapersonal Skills:

- Possess strong analytical and problem solving skills.
- Highly trustworthy, discreet, and with a sense of strong work ethic.
- Resourceful in the completion of projects, and effective at multi-tasking.

People Skills:

- Ability to work in a team: being a leader or a significant team member.
- Adaptable to changes; able to deal with different types of people.
- Ability to work under pressure; can deliver people's expectation on time.

Working Experiences**Designation**

Inventory Controller

Address:

The Store (Malaysia) Sdn. Bhd
Cawangan : Banting (Jalan Besar)
Lot 1256 , Jalan Besar ,
42700 , Banting ,
Selangor Darul Ehsan .

(October 2016 - Present)

- 1) Monitors and maintains inventory/stocks
- 2) Processes purchasing orders
- 3) Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- 4) Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
- 5) Processes and documents returns as required following established procedures.
- 6) To perform clerical duties and any assigned tasks

Designation:

Account & Admin Executive

Address:

Quality Consult
(Perunding Hartanah & Pengurusan
Projek)

No. 45A, Tingkat 1, Jalan Kemboja 33,
Off Jalan Sultan Alam Shah,
42700 Banting,
Selngor Darul Ehsan.

(June 2016 – October 2016)

- 1) Prepare quotation and invoice for project.
- 2) Update file such as quotation file, invoice file, bank in slip file, payment voucher file.
- 3) Update account ledger for company account.
- 4) To settle payment for company account such as bank in cheque, company statement, any transaction that related to company account.
- 5) Make a calculation for GST payment.
- 6) Responsible for petty cash movement.
- 7) Be responsible for office stationary and monitor stationary movement.
- 8) Prepare and calculate the staff salary, pay slip, bill payment (TELEKOM, TNB, SYABAS), payment for SOCSO and KWSP, any payment for office expenses (bill & utilities).
- 9) Managing recruitment new staff or student practical.
- 10) Manage the leave of staff such as annual leave, emergency leave, unpaid leave, and medical leave.
- 11) Managing the personal file staff.

<p><u>Designation:</u> Clerk (Marketing)</p> <p><u>Address:</u> Quality Consult (Perunding Hartanah & Pengurusan Projek)</p> <p>No. 45A, Tingkat 1, Jalan Kemboja 33, Off Jalan Sultan Alam Shah, 42700 Banting, Selangor Darul Ehsan.</p> <p>(October 2015 – May 2016)</p>	<ol style="list-style-type: none"> 1) To execute marketing strategy to enhance and grow business for online business 2) Negotiate with supplier /customer for the best deal, best terms and conditions on each and every quotation 3) Work closely with other department to promote the selling product 4) Update information in social media such as instagram, facebook, and etc. 5) Increase sales and ensure efficiency of the operational process.
<p><u>Designation:</u> Internship (Building Department)</p> <p><u>Address:</u> Quality Consult (Perunding Hartanah & Pengurusan Projek)</p> <p>No. 45A, Tingkat 1, Jalan Kemboja 33, Off Jalan Sultan Alam Shah, 42700 Banting, Selangor Darul Ehsan.</p> <p>(June 2015 – October 2015)</p>	<ol style="list-style-type: none"> 1) Prepare a document for submission such as FORM B, CCC , and etc. 2) Coloring the drawing plans 3) Filling or soothing any document received for submission 4) Follow up with the person in charge for the status project
<p><u>Designation</u> Cashier</p> <p><u>Address:</u> The Store (Malaysia) SDN. BHD Cawangan : Banting (Jalan Besar) Lot 1256 , Jalan Besar , 42700 , Banting , Selangor Darul Ehsan .</p> <p>(January 2011 – November 2011)</p>	<ol style="list-style-type: none"> 1) To enters purchases into cash register to calculate total purchase price 2) To accept cash, checks, or bankcards for payment; completes check and bankcard transactions according to established procedure. 3) Do assisting customers in locating specific items

Job Preferences

Expected Monthly Salary:	MYR 1700 (Negotiable)
Willing to Travel / Relocate:	Yes.
Possess Own Transport:	Yes.
Availability:	One month notice.

Reference

Madam Norhayati Nordin

Asst. Executive,
The Store (Malaysia) Sdn. Bhd.
Cawangan : Banting (Jalan Besar)
Phone: (+6)017-3158063

Mr. Muhd Hilmi Haziq Bin Zulkifli

Project Executive,
No. 45A, Tingkat 1, Jalan Kemboja 33,
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