



Name : MOHD KHAIRUL BIN SAKIMIN

Current address: Block 3, Vista Angkasa Apartment
Tingkat 4 No.5
Jalan Kerinchi
59200 Kuala Lumpur

Tel No : 0126978761 /0162764527

Email : khairul.sakimin@gmail.com

D.O.B : 27-8-1985 (31ysr)

P.O.B : Sabah Malaysia

Gender : Male

I/C No : 850827-12-5217

Race : Jawa Kadazan

Religion : Islam

Education Background

Highest : Landscape Architecture & Construction (SIJIL TAHAP 1, 2 & 3)

Institute : Geomantic College University of Technology Setiawangsa Branch KL

Year : 2006

2nd Highest : Sijil Pelajaran Malaysia (SPM)
School : SMK Saint Anthony Tenom Sabah
Result : Gred 2
Year : 2003

Employment History:

Current : **PETRONAS CARIGALI SDN BHD - CONTACT NO: 03-20515000**

Division : Operation and Management

Designation : Supervisory cum Secretary

Date Joined : 7/1/2012 – Present (5 years)

Work Scope : 1. Managing office inventory & Equipment's

(Inventories record & replenish stationaries and office equipment requirement- SRM 7 (Shopping cart & PCARD), Award on non- stock Items, Event Management & Logistic.

2. Managing Information (HR/PET ICT/SCM)

(IT focal person liaise with various parties within PETRONAS group (PET ICT, KLCC Urus Harta and FMSU) to provide IT maintenance and support such as software /ICT 501, SAP form, telecom & ID staff form.

Assisting EMC focal person for document control such as drawing, file, and emails. Work closely with Executives in purchasing materials. Assist to produce GRN upon receiving purchase items.

Assisting on payment flow via vendor process (Director) Invoices. Reviewing documents that require HOD approval such as claims, traveling, leave etc.

3. Managing Meetings & Event such as workshop & Seminar

(To do venue conformation, seek quotations, preparing LOU and arranging for the documents to be approve.

Responsible on items such as laptops, projectors, refreshment etc.

4. Managing staff

(Appointments, application, mobility, travel and welfare)

5. Additional (Extra Work involved)

- Safety Floor Assistant (2012- Present)
- Teambuilding /office retrofitting

Employment History Cont.

Company : **NATIONAL PHARMACEUTICAL CONTROL BIRO MALAYSIA –**
CONTACT NO: 03-78835400

Division : **Administration Department**

Designation : **Contract Administration cum HR Assistant**

Date Joined : **1/5/2007 – 2012 (5 years)**

Salary : **RM 64 per day (RM1288-1400) per month**

Work Scope : **1. HRMIS**

Responsible for monitoring and reporting on staff attendance and also preparing staff claims, overtime etc.

2. FILING & DOCUMENTATION

(Responsible on filing and arranging all the documentation to be able Executive to access in in more systematically

3. CUSTOMER SERVICE

(Attending to customer query on the product and procedure.

4. RELIVE SECRETARY JOBS

(To help and relieve secretary jobs while they on leave)

5. DESIGNING (ADDITIONAL)

Designing & printing the business card for all staff.

Strength : Wiling to learn something new. Positive during work. Multitasking and able
To work long hours.

Skills : Computer literate in Microsoft words, Excel, PowerPoint, Outlook.
Speak well in Bahasa Malaysia and moderate in Bahasa English
Attended courses as HSE Safety, ISO MS 9001: 2000

Salary Expected : RM1800 (Negotiable)

REFFERENCE:

1) **Mr. Yusop Sahari**
Head of General Manager
PCSB (Petronas carigali)
Contact No: 0138652115

2) **Mr. ISham Isnin**
Senior Manager
PCSB (Petronas Carigali)
Contact No: 0123975033