Last Updated: 28 Sep 2017

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expected Salary :  **MYR 2,500** | **ROZITA DRAMAN**  HR,Admin Executive & Secretary at Edder Corporate Management Sdn Bhd (Previous)   |  |  | | --- | --- | | Experience | 7 years | | Previous | Sales & Marketing  EDARAN TAN CHONG MOTOR SDN BHD | | Education | Open University Malaysia (OUM)  Asc Degree (2010) | | Nationality |  | | Mobile No. | 0176775531 | | Email | RitaRahman\_2146@yahoo.com | | Age | 43 years old | | Location | Cheras | |

**Experience**

|  |  |
| --- | --- |
| Jan 2017 - Sep 2017  (8 months) | **HR,Admin Executive & Secretary**  Edder Corporate Management Sdn Bhd |  Position level Cerf/Dip  Monthly Salary MYR 2,500  Responsibilities  •My responsibilities manage all employes make contributions relates to the arrival,medical leave and handling kwsp,perkeso and service tax  •Coordinated and schedule event,meeting,conference room,attenden staff,salary,kwsp,socso,medical leave  •Regulate and do general office administration matter like invoicing,purchase order,office equiment monitoring  •Liaise with company secretary on the all document  •Handle the company in all aspect of the human resources function  •Handle gst,tax,mof and account(assistant)  •Handle Full Management Officer |
| Apr 2016 - Nov 2016  (7 months) | **Sales & Marketing**  EDARAN TAN CHONG MOTOR SDN BHD |  Position level Asc Degree  Monthly Salary MYR 1,000  •Promote product norlage  •Follow up customer  •Promote product nissan |
| Mar 2013 - Dec 2015  (2 years 9 months) | **Admin & HR Executive**  AUTO HAUS PRIMA SDN BHD |  Position level Cerf/Dip  Monthly Salary MYR 2,400  Responsibilities  •Coordinated and schedule event,meeting,conference room,attenden staff,salary,kwsp,socso,medical leave  •Regulate and do general office administration matter like invoicing,purchase order,office equiment monitoring  •Liaise with company secretary on the all document  •Handle the company in all aspect of the human resources function  •Handle management officer |

**Education**

|  |  |
| --- | --- |
| 2010 | **Open University Malaysia (OUM)**  Asc Degree |
| 1990 | **Sekolah Menengah Kompleks MenglTelipot Kuala Terengganu**  Secondary Sch in Perdagangan |

**Skill**

|  |  |
| --- | --- |
| Intermediate | Microsoft Word,Microsoft Excel |

**Languages**

**(Proficiency level: 0 – Poor, 10 - Excellent)**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Spoken | Written | Relevant Certificates |
| - (primary) | 10 | 10 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary MYR 2,500

Preferred Work Location ,

**About Me**

|  |  |
| --- | --- |
| Gender | Female |
| Address | B-1-7 Aparment Desa Bangsawan, Bandar Tun Razak, Cheras, 51200, |