Last Updated: 28 Sep 2017

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| Expected Salary :  **MYR 2,800** | **Noranisa Saleh**  Personal Assistant & Admin cum Account Executive at Tegap Simbol Sdn Bhd (Previous)   |  |  | | --- | --- | | Experience | 17 years | | Previous | Purchasing Assistant  Chip Ngai Engineering & Works Sdn Bhd | | Education | Sek. Men Sri Tanjong,  Secondary Sch (1997) | | Nationality |  | | Mobile No. | 0172005097 | | Email | chempaka338@gmail.com | | Age | 37 years old | | Location | Wilayah Persekutuan | |

**Experience**

|  |  |
| --- | --- |
| Jul 2008 - May 2017  (8 years 10 months) | **Personal Assistant & Admin cum Account Executive**  Tegap Simbol Sdn Bhd |  Position level Cerf/Dip  Monthly Salary MYR 3,000  Mainly as a Personal Assistant to MD and GM  Conduct all HR, Admin and Account matter  Review and implement Company Quality System and provide recommendation to the management.  Development of Companys Training Program  Prepare all documentation for delivery, invoicing and clearance for custom purpose.  Deal some project for oil and gas instrument with client and supplier.  Provide Technical support document in the project engineering and procurement activities.  Ensure compliance to the contract obligation, specification, codes & regulation.  Lead and manage overall order for all project  Lead the preparation of documentation; coordinate with client, and commissioning activities for all equipment/piping/electrical and instruments packages.  Responsible for all tools and test equipments.  Coordinate and monitor all warehouse inventory. |
| Mar 2008 - Jun 2008  (3 months) | **Purchasing Assistant**  Chip Ngai Engineering & Works Sdn Bhd  Position level Asc Degree  Monthly Salary MYR 2,200  Preparing, delivery orders, invoices and purchase orders.  Maintaining and update documentation and filing systems.  Control all logistic flow from factory to customer base.  Control all stock inventory.  Make application for the AP. |
| Sep 2005 - Jan 2008  (2 years 4 months) | **Purchasing Executive**  O-Vista Industries Sdn Bhd  Position level Asc Degree  Monthly Salary MYR 1,600  Experience with purchasing section.  Deal with shipping and material for oil and gas.  Do the marketing for the company and deal tender project with PETRONAS, TALISMAN, EXXONMOBIL, SHELL and etc. |
| Nov 1997 - Aug 2005  (7 years 9 months) | **Personnal Assistant**  Alaf Progresif Sdn Bhd  Position level Asc Degree  Monthly Salary MYR 1,500  Make a deal with all customer for get the sales and  Do the event management like conduct program family day, motivation, team building and atc.  Deal with customer related with government and corporate. |
| May 1997 - Nov 1997  (6 months) | **Personnal Admin**  Fazil Agency  Position level Asc Degree  Monthly Salary MYR 1,200  RESPONSIBILITIES:  Responsibility for the sales process from initial point of contact (lead generation), proposals, through contract negotiations and execution. Meet/exceed minimum quarterly and annual salesobjectives.  Work closely with the operational and tele-services teams, utilize relationships to ensure that product implementation schedules are met.  Facilitate strategic partners' resources to assist in the sales process.  EXPERIENCES GAINED:  \* Experience in selling products/services in Life and Ganeral Insurance field. |

**Education**

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| --- | --- |
| 1997 | **Sek. Men Sri Tanjong,**  Secondary Sch  Grade Secondary Sch |

**Skill**

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| --- | --- |
| Advanced | MS Excel, MS Word, Surfing Internet |
| Intermediate | BaaN system, UBS Sage Accounting System |

**Languages**

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

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| --- | --- | --- | --- |
| Language | Spoken | Written | Relevant Certificates |
| - | 10 | 10 | - |
| Other Language | - | | |

**Additional Info**

Expected Salary MYR 2,800

Preferred Work Location , ,

Other Information

CAREER OBJECTIVE:

Managerial position in marketing and sales within Malaysian and Outsider Petroleum Company.

SUMMARY OF QUALIFICATIONS:

\* Administrator with more than 6 years of experience in admin

\* Comprehensive knowledge of import/export regulations and documentation

\* Experienced dealing with teachers and school administration for members Yayasan Guru Malaysia Berhad (YGMB)

PERSONAL TRAITS AND ATTITUDE:

\* Excellent cross-cultural communication skills

\* International living experience and regional exposure

\* Passion for continuous learning and personal growth

\* Highly motivated and driven, with strong desire to excel

**About Me**

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| --- | --- |
| Gender | Female |
| Address | 42 Jalan Malinja 1, Taman Bunga Raya, Wilayah Persekutuan, 53000, |