

## **Personal Information**

Nationality : Malaysian  
Date of Birth : 02 January 1974  
Marital Status : Single  
Address : 101, Jalan USJ 2/4R,  
USJ 2, 47600 Subang Jaya, Selangor.  
Contact No : +6019 354 3035  
Email : [ruhimn@gmail.com](mailto:ruhimn@gmail.com)  
Previous Salary : MYR 4,500.00  
Expected Salary : Negotiable



## **Career Objective**

Executive with strong interpersonal and organizational skills with a keen ability to multitask a variety challenges and responsibilities.

## **Education**

1994  
*Cosmopoint Institute of Information Technology*  
Diploma in Computer and Management  
  
1991  
*Sek Men Kebangsaan Bentong, Pahang*  
Sijil Pelajaran Malaysia

## **Languages**

English      Proficient  
Malay        Proficient

## **Strength and Skills**

- Proficiency in Microsoft Office software, i.e. Word, Excel & PowerPoint.
- Exposure to SAP system
- Excellent in both communicating and writing skills in Bahasa Melayu and English.
- People-oriented with independent work abilities and focus on bottom-line results.
- Possess a pleasant personality and ability to work, either independently or in a team as a team player.
- Excellent communication and interaction skills between persons of all levels.
- Good typing skills.

**Career Summary**

July 2011 – January 2014

Cita Kapital Sdn Bhd

HR and Administrative Executive/Personal Assistant

Act as a first line of contact for all Human Resource and Administration related issues, such as offer letters, contract of employment and leavers' information.

Ensure the related HR database is up to date, accurate and complies with the relevant legislation.

Managing the recruitment process i.e. liaise with the recruitment agencies, arrange an interviews and issuance the relevant correspondence. Provide all recruitment administration process.

To ensure the continuous development of HR policies and procedures. Ensure that office rules and regulations are adhered to by all employee. Manage the personnel files, annual leave application and absence record. Prepare monthly attendance report

To oversee employee's safety, wellness & health reporting, compensation, benefits administration and record keeping.

In charge of reservation of staff approved travel arrangement and accommodation, to ensure the company's corporate rates are updated.

Maintain the filing system and inventory of office supplies.

Provide word processing and data entry support.

June 2008 – July 2011

Administrative Executive

Instacom Construction Sdn Bhd

Monthly Salary: MYR 2,300.00

Reporting to HOD in preparation of site packs/documentations.

Maintain a proper filing system for site documents.

Coordinate, monitor and control all works related to project documentation, compiling documents for site hand over and invoicing purposes.

Liaise with various departments internally and externally for compilation of information and documents. Prepare daily site packs report for review by managers. Assisting site supervisor/engineers pertaining to compilation of site packs.

Feb 2004 – June 2008  
Administrative Assistant  
Downer Engineering Sdn Bhd  
3<sup>rd</sup> Floor Rumah Rohas,  
No 61 Jln Raja Abdullah, Kg Baru. KL

**Key Task:**

- Reporting to Senior QS in preparation of BQ, preparation of monthly claim and site documentations.

**Responsibilities:**

- Assisted with the preparation of quotation, bill of quantities, commissioning checklist and invoices for Maxis Base Trans-receiver System (BTS) Project.
- Established and maintains electronics records management system for all incoming and outgoing correspondence.
- Performed administrative and secretarial functions for the department.

May 2000 – Feb 2004  
Administrative Assistant  
Maxis Broadband Sdn Bhd  
3A, Menara Sunway Annexe  
Jalan Lagun Timur  
46150 Bandar Sunway

**Key Task And Responsibilities**

- Prepares purchase requisition, purchase order/work order Maxis BTS Turnkey Contractors/Supplier.
- Responsible for general administrative and secretarial duties for the department.
- Maintains electronics records management system for all incoming and outgoing correspondence.
- Organize, sort and assign mail distribution for all the employees in the Project Support Group.

March 1995 – Feb 2000  
Protek Engineers Sdn Bhd  
16th Floor, Empire Tower  
182, Jalan Tun Razak

Helpdesk Clerk (Oct 98 – Feb 2000)

**Key Task:**

- Reporting to IT Manager

**Responsibilities:**

- Handles call and promptly forward to appropriate IT personnel for support action.

- Responsible for updating and maintaining company intranet webpage.
- Performed administrative and secretarial support for IT Department.
- Maintains electronics record management system for all incoming and outgoing correspondence.

Planning Assistant (Feb 96 – Sept 98)

**Key Task:**

- Reporting to Senior Project Planner

**Responsibilities:**

- Handles of weekly timesheet coordination (organize, sort and data entry) and report preparation.
- Assisted in tender/proposal preparation.

Typist (March 95 – Feb 96)

**Key Task:**

- Reporting to Head of Department (Instrumentation & Electrical)

**Responsibilities:**

- Organize, sort and assign mail distribution for all employees in the department.
- Performed administrative and secretarial support for department.

**Training/Seminars/  
Workshop attended**

- Total Quality Management Course
- HTML (Beginning)
- HTML for Windows 95 (Intermediate)

**Referees**

Izza Mariam Iskandar  
Maxis Broadband Sdn Bhd  
Tel: +6012-2000 144  
Email: [iizzama@maxis.com.my](mailto:iizzama@maxis.com.my)