

## **NORAZLINA BINTI ABU TALIB**



Address : No.4 SS17/3,  
47500 Subang Jaya,  
Selangor Darul Ehsan.  
Contact no : 017-360 3886  
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### **BIODATA**

NRIC No : 810324-10-5314  
Gender : Female  
Race : Malay  
Religion : Muslim  
EPF No : 14941431

Date of Birth : 24 March 1981  
Age : 36  
Nationality : Malaysia  
Marital Status : Single

### **EDUCATION BACKGROUND**

Obtained : Diploma in Business Studies -2000  
Institute : Institut Kapar, Selangor

Obtained : Sijil Pelajaran Malaysia (SPM) -1998  
Level : Sekolah Menengah Kebangsaan Jeram, Selangor

Obtained : Penilaian Menengah Rendah (PMR) – 1996  
Level : Sekolah Menengah Kebangsaan Jeram, Selangor

Obtained : Ujian Penilaian Sekolah Rendah (UPSR) -1993  
Level : Sekolah Rendah Kebangsaan Jeram, Selangor

### **KEY SKILL**

- ❖ Proactive, works closely with business clients for various government agencies and corporate institution.
- ❖ Excel at reporting to company directors on the progress of company administration of various projects and communicating with project team in delivering the tasks assigned.
- ❖ Industrious, trouble-shooter thrives on a challenge, works effectively with all levels.
- ❖ Exudes energy, motivation and confidence. Demonstrated team building, relationship building and communication skills.
- ❖ Articulate, superior coordination of tender proposals, user acceptance testing documents and operation manuals deliverables.
- ❖ Ethical and loyal, maintains a high degree of confidentiality.
- ❖ Tender/Project Documentation.
- ❖ Register License for Government & Private Sector.
- ❖ Cataloguing, Archiving, Filing Documentation.
- ❖ Legal Secretary / Bankers Documentations.

## WORKING EXPERIENCE

### Total System Integration & Technology Solutions Provider (ICT)

Company : **Comintel Sdn Bhd**  
 (A Subsidiary of Comintel Corporation Berhad)  
 No. 37, Jalan Pelukis U1/46, Section U1  
 Temasya Industrial Park, 40150 Glenmarie, Shah Alam, Selangor.

Tel : (603) 5039 9898

Position : Senior Coordinator

Time : 20<sup>th</sup> Sept 2010 to present

<b>Department</b>	Bid & Quote
<b>Job Title</b>	Senior Coordinator
<b>Reports To</b>	Head of Department - Bid & Quote
<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage and administrating the entire operation for Coordinator Section</li> <li>• Plan, implement and ensure adherence of standard procedures required in carrying out assignment</li> <li>• Provide orientation for new staff; monitors and evaluates their performance for assigned program(s)</li> <li>• Involve in tender preparation and compilation</li> <li>• Support administration matters for Operation Group</li> <li>• Assist in constructing databases and generate the reports for departmental needs</li> <li>• Support departmental administration matters, housekeeping &amp; etc</li> <li>• Any other ad-hoc matter arises</li> </ul>
<b>Special Duties</b>	<p><b><u>Reports</u></b></p> <ul style="list-style-type: none"> <li>• Providing department report on monthly basis for Head of Department</li> <li>• Projects report in-hand to the Deputy CEO, COO, CFO and Project Manager</li> </ul> <p><b><u>ISO 9001:2008</u></b>          Preparing complete Standard Operating Procedure (SOP) for ISO 9001:2008 :</p> <ul style="list-style-type: none"> <li>• Tender</li> <li>• Filing</li> <li>• Purchase Requisition</li> <li>• Delivery Note and Material Requisition</li> </ul> <p><b><u>Projects</u></b></p> <ul style="list-style-type: none"> <li>• Involve in tender preparation &amp; compilation.</li> <li>• Handle administrative detail, all government and private sector tender projects (Local and International).</li> <li>• In lead into Project administrations in supporting and coordinating documents:             <ul style="list-style-type: none"> <li>✓ Kementerian Dalam Negeri (KDN)</li> <li>✓ Malaysian Maritime Enforcement Agency (MMEA)</li> <li>✓ Boustead Naval Shipyard</li> <li>✓ Malaysian Communications and Multimedia Commission (MCMC)</li> <li>✓ Prasarana Negara Berhad</li> <li>✓ Malaysia Airports Holdings Berhad</li> </ul> </li> </ul>
<b>Daily Routines</b>	<p><b><u>Over seeing subordinates assignments</u></b></p> <ul style="list-style-type: none"> <li>• Update secretarial/clerical desk manual</li> <li>• Department supplies / loans i.e: projectors, stationeries, old tenders etc</li> <li>• Support departmental matters &amp; housekeeping etc</li> <li>• Always been prepared for any ad-hoc task in between doing other assignment</li> <li>• Support administration matters for Operation Group</li> <li>• Raise Purchase Requisition, Invoice, Delivery Notes &amp; Material Requisitions to the Operation Group in using ACCPAC and TouchPaper software system</li> </ul>

**Mydin Mohamed Holdings Berhad (Retail)**

Company : **Mydin Mohamed Holdings Berhad**  
Lot No. 675 & 676, Persiaran Subang Permai  
USJ 1, 47500 Subang Jaya, Selangor.  
Position : Admin Executive  
Tel : (603) 8073 6000  
Date joined : 11<sup>th</sup> December 2009 to 30<sup>th</sup> Aug 2010

**Job Descriptions:-**

- Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- File and retrieve corporate documents, records, and reports.
- Greet visitors and determine whether they should be given access to specific individuals.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Prepare agendas and make arrangements for committee, board, and other meetings.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Compile, transcribe, and distribute minutes of meetings.
- Attend meetings in order to record minutes.
- Coordinate and direct office services, such as records and budget preparation, personnel, and housekeeping, in order to aid executives.
- Meet with individuals, special interest groups and others on behalf of executives.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, and database.
- Monitoring payment tenant and update payment received to account department by weekly.
- Prepare tenancy agreement for company and tenant.

**Café & Restaurant (Food & Beverages)**

Company : **Chatters' Kafe & Restoran Sdn Bhd**  
No. 15A, Jalan USJ 11/3F  
47620 UEP Subang Jaya, Selangor  
Position : Assistant Manager  
Tel : (603) 5631 1586  
Date Joined : 5<sup>th</sup> March 2003 to 5<sup>th</sup> April 2009

**Job Descriptions:-****Café Management**

- Handle closing stock for monthly and yearly and ordering.
- Manage operation expenses and planning budget every month.
- Handle promotion to achieve target of sales, hence to meet company key performance of indicator (KPI).
- Organize documentation, conducting interviews, monitoring staff personnel advise relevant authorities on staff appointments, resignations and yearly appraisal.
- Handle quotations, invoices and purchase orders for café maintenance, safety and health.

**Catering Management**

- Handle sales marketing to achieve monthly target.
- Issue quotations, delivery order and invoices for government and private organizations
- Manage and follow-up payment for government and private sector.

#### Projects / Tenders / 'Sebutharga:

- Coordinate tenders in preparing the supporting documents such as commercial and technical.
- Typing the Schedule of Specification, Bills of Quantity, Bills of Materials and Pricing.
- Preparing tender costing, experience in attending briefing sessions, buying and submit tender proposals.

### **Professional Accomplishment & Experience**

#### Projects Administrations / Support (Government, Commercial And International)

- Ensure projects comply with the Organisation's requirements.
- Maintaining and integrating project plans.
- Track & report overall progress.
- Administering the project budget.
- Plan & schedule resources for a group of projects.
- Monitor resource utilization.
- Perform quality reviews.
- Establish and maintaining the project documentation library.
- Ensure proper generation of LOI/LOA and when duly approved by Management to dispatch and notify successful bidder on such letter.
- Generate, follow up and finalize all contracts with subcontractors in a timely and professional manner.
- Handle quotations, invoices and purchase orders for Project Department for any upcoming project, breakdown service and contract service.
- Set-up working file for any projects in hand.

#### Tenders / Proposals / Quotations (Government, Commercial And International)

- Prepare Tender Plan, Bid Documents, the Commercial Evaluation Criteria and related documents for approval by Management.
- Coordinate and administer the bidding exercise including replying to clarification, issuing addendum, sending reminder, etc.
- Act as the bid evaluation team member, when required, to evaluate the bid proposals and conduct the bid negotiation to firm up the scope and bid price.
- Proactive for the deadlines.

#### Records & File Management

- Keep update empty forms management and control.
- Produce Monthly Management Reports and Control for department.
- Safekeeping projects and admin for department correspondence by classify the files according to ISO 9001:2008 – Quality Management.
- Control of quality records by identification. Well labeled, clear visibility, easy retrieval.
- Record retention and disposition schedule.

#### Sales Administrative

- Provide assistance to internal Sales and Marketing Team by acting on sales quotation, pricing, purchase orders (PO), invoicing (INV), delivery order (DO) and other related requests.

### **COMPUTER KNOWLEDGE**

- Microsoft office: Word, Excel, Outlook, Power Point
- ACCPAC Software

### **LANGUAGES**

Proficiency (0=Poor – 10=Excellent)

	Spoken	Written
Bahasa Melayu	10	10
English	9	9

### **COURSES ATTENDED**

- **Understanding GST For Implementation Planning**  
4th & 5th March, 2015
- **ISO 9001: 2015 Changes & Practical**  
10th & 11th September 2015
- **Microsoft Skill Development (Word & Excel 2010)**
- **Microsoft Word 2007 - Level 2**  
28th May 2016
- **Effective Office Administration**  
20th & 21th June 2016

### **ABILITIES/ATTITUDES**

- Trustworthy and able to keep confidential information
- Mature, independent & proactive
- Have the ability in multi-task
- Efficient, good team player, innovative and result-oriented

### **REFERENCE**

#### **1)Maimunah Binti Syahbudin**

##### ***General Manager***

Elemen Garisan Sdn Bhd  
PT12936A, Jln BBN 1/7D, Putra Nilai,  
Negeri Sembilan  
Email.: mai@elemengarisan.com  
Tel.: 019 – 615 6588

#### **2)Siti Aishah Binti Ahmad Zaki**

##### ***Supervisor (Coordinator)***

Comintel Sdn Bhd  
No. 37, Jalan Pelukis U1/46,  
Section U1, Temasya Industrial Park,  
40150 Glenmarie, Shah Alam, Selangor.  
Email.: aishah@comintel.com .my  
Tel.: 019 -2000 725