

WAN NURUL ATIRAH BT WAN MOHD NASIR

DATE OF BIRTH : 01st May 1985

**ADDRESS : Blok 3-2-10, Pangsapuri Perdana, Jln
Lompat Pagar, 13/37, Sec 13, 40675 Shah
Alam, Selangor**

MARITAL STATUS : Single

CONTACT : 019-9326 605 / atirahn@gmail.com



Personal Statement : I am an executive and a 8 years' experienced in Procurement field with skill in processing purchase order, invoicing, negotiate with vendor & analyzing costing report from system, seeking for an executive position in a growth oriented and progressive organization. I possess the ability to deliver within stipulated time with accommodation to clients' need and requirements. I am accustomed to challenging and long working hours.

Expected salary : RM2700 – RM2900 (Negotiable)

WORKING EXPERIENCES

1) Jan 2017 – Present

Position
Job Description

CANON MAILCOM MALAYSIA SDN BHD (formerly known as Efficient MailCom Sdn Bhd)

Human Resource & Admin Executive

- i) Review shortlist candidates for interview, interview scheduling & conduct phone
- ii) Responsible for the maintenance office machine repair arrangement & equipment such as photocopier, fax machine, comb binder, cutter, laminate & shredder.
- iii) Responsible for ordering stationery
- iv) Responsible to supervise incoming & outgoing mails
- v) Responsible to update contact telephone directory if there any changes
- vi) Performed relief duty at the reception counter when required

2) Mac 2015 – Dec 2016

Position
Job Description :

EFFICIENT MAILCOM Sdn. Bhd.

Procurement Executive

- i) Prepare materials requisitions & purchase order
- ii) Monitor & follow-up the completion of purchase order approval
- iii) Fax or email purchase order to correct supplier
- iv) Monitor delivery schedules, to manage on-time deliveries and ensure that inventory control is kept at an optimum level
- v) Source for suppliers & evaluate suppliers
- vi) Matching invoices with delivery order and submit to finance

3) November 2008 – Mac 2015

Position
Job description :

PUSPAKOM Sdn.Bhd, subsidiary of DRB-HICOM

Contracts and Procurement Clerk

- i) Prepare purchase orders and ensure copies are duly received by department originating request.

Projects & Achievements

- ii) Responsible for ensuring the accuracy of orders received and identifying missing materials before compiling documents and submit to Finance Department for payment process.
- iii) Calculate monthly & yearly budget and outstanding costing.
- iv) Responsible to solve problems associated with the system.
- v) Prepare, maintain, and review purchasing files and reports.
- vi) Track the status of requisitions and orders.
- vii) Monitor progress payment and prepare vendor's payment certificate according to purchasing agreement.
- viii) Assist to source for vendor's quotation.
- ix) Assist in the preparation of tender documents
- x) Assist in compiling register vendor for GST implementation
- i) Devised a structured system to streamline the monitoring of purchase order records during the first year of service.
- ii) Revised and enhanced purchase order system to improve traceability of purchasing information.

- 4) Sept 2008 – Oct 2008
Position
Job Description

CITY- LINK EXPRESS

Clerk

- i) Receive and organize documents and parcel
- ii) Packing documents & parcels

- 5) Mac 2008 – Aug 2008
Position
Jobs Description

SKYNET WORLDWIDE KBR SDN BHD

Clerk

- i) Receive and organize documents and parcel
- ii) Packing documents & parcels by state
- iii) Key in document & parcel tracking number in system

- 6) July 2007 – Feb 2008
Position
Jobs Description

KENDALI NIAGA ENTERPRISE

Account Clerk

- i) Keep and update financial records
- ii) Filing expenses receipts

- 7) Feb 2006 – May 2006
Position
Jobs Description

KOBE PRECISION TECHNOLOGY SDN BHD

Temporary Production Technician

- i) Handle a grinder machine which involved in the processing of Compact Disk component

- 8) Jan 2005 – May 2005
Position
Jobs Description

HUGEWATER & CO

Trainee

- i) Underwent industrial training scheme as an account clerk

KEY SKILLS

Administration	i) Strong experience in administrative practices, procedures and policies ii) Organize & Monitoring system iii) Preparation, verification and maintenance of Purchase Order documents iv) Compiling Invoice & forwarded to finance v) Tracking budgeting & costing report vi) Track the status of requisitions, contracts, and orders vii) Strong administrative and interpersonal skills, ability to prioritize tasks and execute multiple tasks at once.
Time Management	i) Organize purchase order & invoices by following the SOP
Communication	i) Competent in Malay, English Language (Writing and Speaking) ii) Excellent team player
Computer	i) ERP System ii) Sunsystem iii) ACCPAC Accounting Systems iv) Microsoft Office (Word, Excel, Power Point)

EDUCATIONAL BACKGROUND

2006 - 2007	Politeknik Kota Bharu, Kelantan (Diploma of Business Studies Management)(CGPA:2.91)
2004 - 2005	Politeknik Seberang Perai,Pulau Pinang (Certificate of Business Studies)(CGPA :3.08)
2001 – 2002	Sekolah Menengah Teknik Besut, Terengganu
1998 - 2000	Sekolah Menengah Tengku Mahmud 2, Besut Terengganu

TRAININGS/ ACTIVITIES/ ACCOMPLISHMENTS

The Effect Of GST Business Operation : Service Industry	20/11/2014 – 21/11/2014
Microsoft Office Excel 2010 (Intermediate to Advance)	12/11/2014 – 13/11/2014
Inter Agency Indoor Games	2014
Volunteer Zoo Negara Programme	2014
Committee Quality Innovative Creative (QICC)	18/01/2014
5S Training Basic	05/12/2013
Clerical Development Programme	20/12/2013 – 21/12/2013
Microsoft Office 2007	15/12/2012 – 01/12/2013
Ke Arah Mempelbagaikan Kemahiran Tugas	12/09/2012 – 13/09/2012
Customer Service	21/12/2011 – 22/12/2011
Pentadbiran Pejabat Yang Berkesan	23/11/2011 – 24/11/2011
Peningkatan Kemahiran Perkeranian	20/07/2011 – 21/11/2011

REFEREES

SITI NAZATUL SHIMA BT IDRIS

Asst. Manager Contracts & Procurement

Puspakom Sdn Bhd

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SOO HONG VEE

Senior Executive Procurement

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