



HALIMATUL ZAHARAH BINTI SAZALI

No. B-2-18 Tingkat 2,
Blok B Flat Cempaka
Persiaran Bukit Raja
Bandar Baru Klang
41150, Klang.

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Contact No: 013-5659186

“To practice a profession where my knowledge, ability and commitment can be fully applied with an opportunity for eventual career advancement and ultimate goal of becoming effective and excellent”.

PERSONAL PARTICULARS

Date of Birth	: 09 December 1991	IC no.	: 911209-05-5502
Age	: 26 years	Health	: Good
Nationality	: Malaysian	Race	: Malay
Religion	: Islam	Gender	: Female
Marital Status	: Married	License	: D

EDUCATIONAL BACKGROUND

Bachelor of Business Administration in Transport (SEP 2012 – 2014)
Universiti Teknologi Mara, Puncak Alam Selangor.

Diploma in Business Studies (JULY 2009 -MARCH 2012)
Universiti Teknologi Mara Malacca.

- Graduated with GPA 3.15
- Received four (1) Dean’s List Awards.

Sijil Pelajaran Malaysia (2003-2008)
Sekolah Menengah Kebangsaan Datuk Haji Abdul Samad
Port Dickson, Negeri Sembilan.

- Graduated with 6A 1B 1C
- Received the Best Student's Award'

EMPLOYMENT HISTORY

1) Company Name : Hotel Legacy Port Dickson @ Ombak Pesaka Sdn Bhd (wholly owned and manage by MBSB)

Position Title (Level) : Human Resources Executive

Specialization : Staffing / Administrative

Date Joined : February 2016 - Present

Industry : Hospitality/ Hotel Industry

Current Salary : 1800 MYR

Expected Salary : 2200 MYR

- ✚ Assist Hotel Manager in the day to day decision making of the personnel operational activities.
- ✚ Look after overall personnel administration in the absence of Human Resource Manager.
- ✚ To ensure that all records and files are properly maintained by the Human resources staff as per set principal.
- ✚ To assist Department Heads in respect of periodical performance evaluation of the employees and to prepare comparative statement of the evaluated performance to follow-up confirmations status
- ✚ Monitor personnel requisition and job vacancies and employees strength up-to date.
- ✚ Assist the interview Board in conducting test and interview for selection and follow hiring procedures.
- ✚ To prepare Human Resources monthly report.
- ✚ To take care of employees welfare services like Staff Cafeteria Services (to supervise, control and advise the staff cafeteria supervisor in respect of discharge of cafeteria function). To ensure sanitation and cleanliness in the staff cafeteria.

2) Company Name : Golden Straits Villas Beach Resort @ Sembilan Resource Management (M) Sdn Bhd

Position Title (Level) : Accounts Assistant

Specialization : Accounts

Date Joined : April 2015 - January 2016

Industry : Hospitality / Hotel Industry

Reason for leaving : Seeking better opportunities

- ✚ Handle full set of accounts.
- ✚ Responsible for daily and monthly transaction of General Ledger, Account Receivable, Account Payable including matching vendors invoice, vendors payments.
- ✚ Preparing the necessary weekly, monthly and yearly reporting and any ad hoc required by the superior.
- ✚ Liase with auditor, banks and government agencies.
- ✚ Bank reconciliation and monthly cash flow update.
- ✚ Reading, monitoring and responding to emails and letters
- ✚ Answering calls and handling queries.
- ✚ Attend monthly council meetings

SKILLS/STRENGTHS

- Knowledgeable to use Microsoft Word, PowerPoint and Excel.
- Ability to work independently with minimum supervision.
- Quick learner and finish my work on right time.
- Ability to work in team group and shift schedule.
- Highly motivated and capability in carrying out tasks.
- Fluent in written Bahasa Malaysia and English.
- Speak fluent Bahasa Malaysia and English.
- Can work under pressure.

LANGUAGES

Language	Spoken	Written
Malay	10	10
English	8	8

Proficiency (0=Poor - 10=Excellent)

HONOURS & AWARDS

- Secretary of Business Transport Student Society , 2012-2013
- Vice Secretary of Business Transport Society, 2012
- Treasurer of Teja College, 2009-2010
- Prefect of Sekolah Menengah Kebangsaan Datuk Haji Abd Samad, 2007-2008
- Best Students Award's in Sijil Pelajaran Malaysia, 2008

ADDITIONAL SKILL

Computer Knowledge	Microsoft Words	- Excellent.
	Microsoft Excel	- Excellent.
	Microsoft Power Point	- Excellent

Solve Skills

- Able to work hard at flexible hours a required.
- Well interpersonal and cross-cultural communication skills
- Enjoy travelling, meeting people and have a good leadership.
- Highly creative and numerate with strong motivation to learn.
- Can work under pressure and easy to accept new environment.
- Can accept advise or teaching from other people.
- Good trouble-shooting and systemic thinking skills

REFFEREES

1. Mohd Nazri Bin Abd Ghani

Assistant Vice President
Property Management Department
Project and Property Division
Malaysian Building Society Berhad
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2. Norfaizah Binti Jantan.

Sembilan Resource (M) Sdn Bhd
71000 Port Dickson
Contact Number 06-6473818