



DIAN NOOR AQIELLA BINTI MOHD ASHARI

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017-3797881

Klang, Selangor

OBJECTIVE

Seeks opportunity to apply extensive knowledge and skills in a administration , human resource and other relevent position with the prominent corporation.

EXPECTED SALARY

- RM 3000

PERSONAL PARTICULAR

Date of birth : 10 October 1996

Age : 25 Years Old

Nation : Malaysian

Martial Status : Single

Health : Very Good

EDUCATION

Bachelor (Hons) in Office
Systems Management
UiTM Puncak Alam
• 2018-2020

Diploma in Technology and
Office Management
Uitm Alor Gajah, Melaka
• 2015-2017

WORK EXPERIENCE

GALAXY AEROSPACE (M) SDN BHD

REPORTING TO ADMIN & HR MANAGER, ADMIN EXERCUTIVE, CTC
MARCH 2020-PRESENT (ADMIN & HR ASSISTANT)

1. Staff Arrangement

- Update attendance and leaves staff every month
- Update monthly claim staff
- Sorting resume & calling candidate for interviewing
- Arrange & update new coming staff
- Arrange vehicles for staff detachment use.
- Liaise with immigration about work permit in Sabah & Sarawak

2. Mailing

- Provide requested letter to staff
- Constantly updated the company's contact and mailing list
- Receiving and sorting daily mail
- Answering screening and forwarding incoming phone calls

3. Other

- Entertain visitors by greeting, welcoming, directing and announcing them appropriately
- Maintained and organized numerous office files
- Dealing with supplies for stationery, office equipment & other
- Control company vehicles & driver schedule
- Involve with commercial department sorting incoming project

SKILL SET

PROFESSIONAL SKILL

- Microsoft Excel (Advance)
- Microsoft Word (Advance)
- SPSS (Beginner)
- System SQL (Beginner)

COMMUNICATION SKILL

- Malay (Proficient)
- English (Intermediate)

REFERENCES

MR. RIDZWAN
GALAXY AEROSPACE (M) SDN BHD
Administrative Executive
03-74550555

MS. SUHAIZA
JAWA MAJU SDN. BHD
Administrative
011-39214129

MRS. SUZANA BT YAAKUB
HIZS RESOURCES
General Manager
017-6337309

JAWA MAJU SDN.BHD, DATA ENTRY (PART TIME)

• JUNE - JULY 2019

- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing list
- Monitored stock in and out in system
- Key in from physical data such as resit to Sql system
- Key in the everyday sale in system

HIZS RESOURCES, ADMIN & ACCOUNT ASSISTANT DECEMBER 2017- AUGUST 2018

- Consistently update the new client and supply contact
- Monitored the inventory stock in and out
- Prepared paperwork for the client
- Calculate the daily sale and update in system
- Manage and collect the daily sale from in-store to office

PERTINENT COURSEWORK

- Public Speaking
- Fundamental of Business
- Personnel administration
- End user application & advance
- Record management
- Human resource
- Administration operation
- Digital workforce
- Organizational behavior
- Business process
- System design
- Project management
- Event conceptualization
- Network & telecommunication

EXTRACURRICULAR ACTIVITIES

- Soft Skill & Entrepreneurship Training
- Project Risk Management Training by CAAM
- AJK Kewangan College(UiTM Puncak Alam)
- 3rd Place Netball Tournament College (UiTM)
- Event Organize as a AJK Logistic at "RIOT 2017" Event
- Event Organize as a Registration Part at IM4U event