

HAIFA NADIA ADZLIM

15, JALAN FERUM TIGA 7/31C, SEKSYEN 7,
40000, SHAH ALAM, SELANGOR

OBJECTIVES

Seeking a challenging career in an organization that can offer a unique and varied working environment to gain self-development that will allow me to build experience, specialization in Management field and also excellent commitment to the organization.

EDUCATION

Bachelor of Business Administration (Hons) Operations Management 2017 -2018

UiTM Puncak Alam, Selangor

Diploma in Business Studies in Transportation 2014 -2016

UiTM Pasir Gudang, Johor

Sijil Pelajaran Malaysia (SPM) 2009 -2013

SMK Seksyen 7, Shah Alam

WORKING EXPERIENCE

Galaxy Aerospace (M) Sdn Bhd Jan 2019 - Present
Administrative Executive

REPORTING & DATA MANAGEMENT

- Update and submit monthly report to Admin Controller and Admin& HR Manager.
- Managing filing, storage and security documents.
- Monitor and update data for attendance and leave reports for all staff.
- Manage, calculate and record Overtime and In-lieu from staff.
- Update and documented all personal details on new staff.
- Identify stationeries and office supplies stocks to submit request for purchase.

STAFF ARRANGEMENT

- Calculate and record personal and medical claims.
- Arrange staff travelling (detachment) which include subsistence allowance, accommodation, mileage, transportation and etc.
- Arranging interview session by the request from Head of Department.
- Arrange and assist Safety Team for swab test and any actions to staff related to Covid-19.



CONTACT

 019-6666220

 nadeeya10@yahoo.com

EXPECTED SALARY

RM 3500

PERSONAL PARTICULAR

- Date of Birth : 8 October 1996
- Age : 25 Years Old
- Place of birth : Selangor
- Nationality : Malaysian
- Marital Status : Single
- Health : Excellent

AWARDS

- UiTM Dean List
- Leftenan Muda Komander Kesatria
- Head of librarian in school

PAYMENTS

- Process for payment transaction for travelling matters.
- Deal with other parties (travelling matters) to arrange monthly payments.

OTHERS

- Assist Admin & HR Manager when there is event inside and outside office.
- Carry and perform duties needed by Admin & HR Manager.

Telekom Malaysia Bhd Internship - Human Resource

Aug 2018 - Nov 2018

- Assisting in coordinating job description review.
- Assist in reviewing human resources policies & procedures to ensure the effective management of human resource function.
- Assist in planning and execution of assignment to meet date lines.
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SKILLSET

- Professional Skills : Microsoft Excel : Advance
Microsoft Word : Advance
Microsoft Power Point : Intermediate
SPSS : Beginner
- Communication Skills : Bahasa Malaysia : Advance
Bahasa Inggeris : Advance
- Have driving license (D)

EXTRA CO-CURRICULUM

- Involve in Langkawi International Maritime and Aerospace (LIMA) Exhibition 2019
- Active committee in Komander Kesatria at UiTM Pasir Gudang, Johor
- Participate in Jamboree and Komander Kesatria Endurance Challenge (KKEC)
- Participate in hiking for celebration of 60 years UiTM
- School athlete representative for Zon Petaling

PERTINENT COURSEWORK

- Quality Management
- Managerial Economics
- Operation Management
- Procurement Management
- Production Planning Control
- Project Management
- Strategic management
- Service Operations Management
- Financial Planning
- Quantitative Business Analysis
- Research methods
- Strategic Issues in Operations Management
- Occupational Safety, Health and Environment Management.

REFERENCE

Muhammad Ridzwan Abdul Halim
Admin Executive
Galaxy Aerospace (M) Sdn Bhd
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Wan Mohd Shafiq bin Mohd Luthfi
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