

# AYMIE ELLYDA AZMI

U16/19, Shah Alam, Selangor Malaysia | [aymieellyda@outlook.com](mailto:aymieellyda@outlook.com) | (+60)13-226 2873

## PROFESSIONAL SUMMARY

Having an experience of seven (7) years in Administration and Human Resources of Hook-up & Commissioning Project. Seeking opportunity to gain more experience. Job responsibilities on administrative includes preparing payment for supplier, tracking. Assist in Project Department for preparation of work pack. Other administrative tasks such as filing, data entry, preparation of transmittals, official memorandums, asset tagging and tracking, coordinating office functions (Annual Dinner 2018).

## EXPERIENCE

### Admin Assistant cum Receptionist

**DAYANG ENTERPRISE SDN BHD**

**May 2017 - Current**

**Petaling Jaya, Selangor**

- Travel arrangement of hotel accommodation and flights.
- Collect, sort, distribute and prepare mail, message and courier deliveries.
- Make appointment over the telephone, and on the company systems.
- Screens and routes telephone calls and responds to enquiries from the public, vendors, contractors/sub-contractors by referring call to appropriate personnel.
- Performs typing, mailing, scanning or photocopying various correspondence or materials as assigned.
- Performs a variety of secretarial duties in support of the administrative activities, operations and staff.
- Operates a variety of standard office equipment including machine photocopying, scanner, copier, computer, telephone, scale and communications equipment.

### Additional Task – Manage SKYNET courier

- Delivering packages to the recipients.
- Picking up packages from the sender.
- Getting signatures from recipient upon delivery.
- Answering question and providing customer service to people.
- Call and tracking delivery packages time to time.
- Communicate and clarify for payment every end of month.

### Technical Duties and Responsibilities

- Assist an engineer to compile the work pack.
- Maintain the incoming and outgoing project documentation for Project Management Team (PMT).

### Project Involved

- Provision of Maintenance, Construction and Modification for PM8E SELIGI (ENQUEST EN21073)
- Provision of Living Quarter Maintenance for PM323 East Belumut & PM329 East Piatu Platforms (Jadestone Energy (PM) Inc.)
- Provision of Modification Works (Umbrella Contract) for Block B-17 & C-19 and Block B-17-01 (Carigali-PTTEPI Operating Company (CPOC) Sdn Bhd)
- Provision for SAPA MP Compressor Upgrade Project (Offshore Execution) – WO P-0042 (E) PTTEP
- Provision of Pan Malaysia Maintenance, Construction and Modification (“PM-MCM”) Contract for Year 2018 to 2023 - Hibiscus
- Provision of Maintenance, Construction and Modification (MCM) Services for Petronas Carigali Sdn Bhd – for Package A (Offshore Sarawak Oil) – WO CP3/CP4/CP5
- Provision of Integrated Hook Up and Commissioning (iHUC) Services for Petronas Sdn Bhd
  - Bokor BODP-D Hook Up & Commissioning Work
  - D18 Gaslift Compressor Upgrade Project
- Provision of Brownfield Major Modification Work for Bardegg-2 and Baronia EOR Development Project (EPCC)

- Developing store strategies to raise customer's pool and optimize profitability
- Ensure high level satisfaction through excellent service.
- Coached and mentored new roll staff.
- Keep tracking all costs including material, office maintenance, and staff salary, in and out cash flow.
- Assist superior to setup the new office.
- Assist superior to prepare new opening store.
- Clerical works such as filing arrangements, key-in data's, preparing the transmittals, official memorandums and other urgent or important documents, record and route the purchase order.

**Poduction Trainee**  
**MEDIA PRIMA BERHAD**

**June 2014 – November 2014**  
**Petaling Jaya, Selangor**

- Assist production team in developing relevant stories.
- Run errands for a particular project or event.
- Schedule an interview with news, etc ; Melodi TV & Live TV
- Assists on sets with cameras and lighting.
- Execute editing in Premier Pro and MCP.

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**EDUCATION**

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**Diploma of Higher Education: Film and Video Studies**  
POLITEKNIK TUANKU SYED SIRAJUDDIN  
CGPA 3.21

**2012-2015**  
Arau, Perlis

**Sijil Pelajaran Malaysia: Reka Cipta / Sains Pertanian**  
SEKOLAH MENENGAH KEBANGSAAN SUNGAI BESAR  
1A 2B 3C 1D 1G

**2007-2011**  
Selangor

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**CORE QUALIFICATIONS**

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- Ability to work in teamwork and independently.
- Able to build good relationship with others and team player.
- Able to communicate effectively with people at all levels and customer – experience liaison.
- Fast leaner and willing to learn new experience/skill.
- Willing to expand knowledge to meet job requirement.
- Computer literate in Microsoft and Adobe program.

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**PREFERENCES / ADDITIONAL INFORMATION**

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- Languages : Able to communicate and write in Bahasa Malaysia and English
- Availability : Immediately after notice period of 1 month
- Possess Own Transport : Yes
- Willing to Travel : Negotiate

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**REFEREES**

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- I. **Nurin binti Mohamed Yakin** Human Resources & Admin, Dayang Enterprise Sdn Bhd | H/P: (+60)11 2650 8187
- II. **Nur Hamizah binti Abdul Wahab** Store Manager Senior Executive, 7 Eleven (M) Sdn Bhd | H/P: (+60)18-788 8902