

NURIN IRDINA

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OBJECTIVE

Seeking an office assistant role that would allow me to grow as a professional and where I can use my skills to provide administrative and technical support for your team

WORK EXPERIENCE

Admin Executive

2022-2024

Lefereal Property Management

✓ Greet visitor and assist residents, Collect payment and complete payment processing transactions, Issue the OR. Preparing Invoice and billing records. Responding to phone call and email. Filling the document, Assist for company audit in terms of documentation. Monitored and reordered office supplies, as needed.

Account Assistant

2019-2022

Govicle Sdn Bhd

✓ Preparing Payment Voucher and Proceed with M2E upload payment. Filling documentation, Company additional Payment such as Claim/pantry/petty cash/payroll. Update bank reconciliation, update AR/AP (proceed invoice and payment voucher). Monitor and update payment (Opex) listing. Assist for company audit in terms of documentation

Cake Counter/Cashier

2015-2019

Secret Recipe Sdn Bhd

✓ Working in 4 year as a crew cake counter. Handle the cake section, and give to the customer. Responsible for maintaining the quality of cakes and available stock. Making the drinks and experience using a coffee machine. Served food and cleaned the table.

EDUCATION

SMK SUBANG

2014-2015

Sijil Pelajaran Malaysia (SPM)

2011-2013

Penilaian Menengah Rendah (PMR)