



ZAINORA BINTI MOHAMAD JUDA

Contact Info

Address : No.45,Jalan SP 6/2,
Taman Sri Pristana 6,
47000 Saujana Utama, Sungai Buloh,
Selangor Darul Ehsan.

Mobile No. : 017-2501997 (call & whatsapp)

Personal Particulars

Age : 44 years old
Date of Birth : 15th March 1980
Nationality : Malaysia
Gender : Female
Marital Status : Married
NRIC No. : 800315-10-5882
No. of Child : 4

Educational Background

Primary/Secondary School

Field of Study : Art Commerce
Major : Sijil Pelajaran Malaysia
Institute/University : Sekolah Tengku Ampuan Jema'ah, Pelabuhan Kelang, Selangor
Grade : 3 (Pass)
Graduation Date : Dec 1997

Employment History

Galaxy Aerospace (Malaysia) Sdn Bhd

Position Title : Admin Assistant cum Receptionist

Position Level : Non – Executive

Industry : Aviation

Duration : Feb 2023 – May 2024

Monthly Salary : RM2150.00

JOB DESCRIPTION :

Attend incoming call, attend walk in guest, take message, incharged for uniform inventory , do stock take for staff uniform with monthly basis & distribute uniform to all base, arranged & monitored drivers/dispatch movement, liaise with contractors for office maintenance , monitored all meeting & training room booking with daily basis, set up meeting room & set up table for any events/ jamuan, liaise with caterer or restaurant / food stall to order meals for meeting or event, prepared or keyed in medical claim with monthly basis, keyed in and recorded staff attendance record in Gams Portal & excel , recorded all incoming mail & received all courier & parcel, incharged for company car booking, liase with Perodua Service Centre for car service, set up meeting room & food arrangement at Kobopem when needed, compile all fuel & T n G receipt, incharged for pantry supplies, incharged for any complaint regarding office facilities & etc, incharged for vending machines & vending machines stock inventory, back up drivers when needed to collect food for meeting or training.

Adhoc:

I am also active & one of the GAM Employee & Sports & Recreation Committee - (committee for AMO Fun Day / badminton tournament committee members & also joined CSR activities Bantuan ke Rumah Orang2 Tua & Oku Titian Kasih at Rawang & GlamRaya & 5 years Service Award committee)

Anaqeen Legacy Sdn Bhd (Anaqeen Boutique) & I Care Home Nursing Providers Sdn Bhd (Mobile Nursing Company) (*same management & same Boss)

Position Title : Customer Service/Sales Assistant/Boutique Assistant/Admin Clerk/HR Clerk

Position Level : Non-Executive

Industry : Distributor & wholesale & Nursing provider

Duration : April 2014 – Dec 2017

Monthly Salary : RM 2,500

Work Description - Anaqeen Boutique

Attend customer call, attend walk in customer , do stock check with monthly basis , handle all orders from website, replying all Whatsapp orders, do filing, preparing orders & do packing/prepare parcel for pick up, call a courier service for parcel track & trace, handling customer complaint, do QC for

incoming stock, prepared payment/cheque for suppliers, call or liaise with forwarding company regarding our product shipment ETA, handle all the Resellers/Dropship orders & payment, ensure the Boutique is tidy & clean and make sure the display scarf was arranged neatly, handle petty cash, incharged of cashier when needed, incharged of hotel bookings/accommodation booking for outstation staff/managers by Booking.com, Agoda or Trivago.

Work Description – I Care Home Nursing Providers Sdn Bhd (as a back up staff)

proper filing,

prepare invoice for customers,

assist HR to prepare the staff salary with monthly basis,

assist the HR to calculate the staff overtime hours 1 week before salary,

prepare/fill out the KWSP A form,

prepare/fill out the Perkeso 8A Form with monthly basis,

cooperate with a dispatch /runners to send a documents & bank in cheques, punch

card checking with monthly basis,

call a candidates for an interview session,

arrange cleaner for office cleaning in weekly basis,

answering incoming calls/handle customer complaints /scheduling the assesments session for the interested customer,

follow up with the Registered Nurse /MA regarding the dismissed patient/stop service patient, ensure all the patients file was up to date, ensuring all medical materials have sufficient stock every month such as glove, dressing set, syringe, urgo swaps, alcohol swap & so on,

dealing with transporters to deliver patient beds provided by the company,

give a little briefing to a new staff/Nurse regarding our company rules & regulation & do a little orientation session for them,

prepare a cheques/payment for electricity & water bills for office, boutiques & the hostels, ensuring the office/boutique/hostels monthly rent is paid every month, liaise with the suppliers regarding staff uniform orders,

incharged of pantry & stationeries supplies for boutique & office,

prepared all documents / file for the auditors to auditing with yearly basis,

compiling & do proper filing for toll receipts, Touch n Go receipts & petrol receipts with monthly basis & prepare a cash payment together with a payment vouchers for staff monthly claims/managers claims,

follow up with customers regarding delay/overdue payment. Keep

record of staff medical leave & annual leaves,

Proper filing for staff annual leave forms, Incharged

for office & boutique maintenance.

Nippon Express (M) Sdn Bhd

Position Title : Receptionist Cum General Clerk
Position Level : Non-Executive
Industry : Forwarding & Logistics
Duration : April 2011 – March 2014
Monthly Salary : RM 1,610

Work Description:

Attend incoming calls and enquiry,
attend walk in customer or guest, do
filing,
incharged of courier and normal post,
do some clerical works such as preparing Citylink invoice,
stamp control,
liaise with the Technician for a Franking Machine service,
incharged for meter reading of photostate machine,
handling petty cash,
prepared the proforma invoice for overseas parcel by DHL/Fedex , liaise
with supplier for stationery and pantry supplies,
incharged for meeting room booking & set up the meeting room & setting up the Projector when
needed,
and also incharged in Corporate Social Responsibilities (**CSR**) task and activity and I am also one of
the committee members.

Goba Brothers Sdn Bhd

Position Title : Export clerk Position
Level : Non-Executive Industry
: Forwarding
Duration : July 2010– March 2011
Monthly Salary : RM 1,400

Work Description:

Declared customs form (k1 &k2),
Handling other export document such as billing
Handle gate passes,
recording customs KA number, Do
filing & etc

Zuellig Pharma Sdn Bhd

Position Title : Customer Services Assistant / Tele Ordering
Position Level : Non-Executive
Industry : Distributor of pharmaceutical and healthcare products
Duration : January 2009 – June 2010
Monthly Salary : RM 1,400

Work Description:

Attending calls from clients & Principal.
Receiving client's orders by phone & fax,
monitoring stocks quantity,
product expiry dates and filing,
ensure all incoming calls target achieves more than 50 calls/day,
dealing or checking with warehouse department regarding the running stocks, attending the
Principal briefing about their new products for Customer Service product
knowledge.

Home Nursing Providers Sdn Bhd

Position Title : Admin Clerk
Position Level : Non-Executive
Industry : Medical/Nursing Services
Duration : Sept 2007 – December 2008
Monthly Salary : RM 1,500

Work Description:

Performing Secretarial and Clerical works which include payment preparation, payroll and accounting/book keeping(ledger book), stock control, ordering and liaising with suppliers were also required to be performed as part of the duties.

Adidas (M) Sdn Bhd

Position Title : Receptionist & Warehouse Clerk
Position Level : Non-Executive
Industry : Sportswear
Duration : Oct 2000 – Aug 2007
Monthly Salary : RM 1,020

Work Description:

As a Receptionist task I have to attend the walk in guests, clients or overseas visitors, receiving incoming calls & overseas call, handling pick up services and ensuring proper in/out documents recording, make a direct overseas call for MD's, compiling and monitoring reports for local and overseas shipment with daily basis report, also supervising office maintenance and cleaning service performed by contractors & cleaners, and as a Warehouse clerks I have to prepare the invoices and prepare the purchase orders, liaise with the transporter for delivery time schedule, liaise with the Sales person/ sales team regarding their orders & delivery schedule.

Apart of performing the duties assigned, I was also very active in Futsal (indoor football) representing Adidas Malaysia Team in Adidas World International Cup Tournament 2006 in Hong Kong (3rd place).

Shuhaimi Advance Driving & Riding Academy Sdn Bhd

Position Title : Clerk
Position Level : Non-Executive
Industry : Motor Sports
Duration : May 1999 – Sept 2000
Monthly Salary : RM 800

Work Description:

Administration Works

- Manual Payroll
- Preparing payment/part of accounts
- Attending phone calls
- Clerical & Secretarial Works
- Involved in outdoor events mainly motor racing events

See Hoy Chan Sdn Bhd

Position Title : Receptionist cum Clerk
Position Level : Non-Executive
Industry : Developers & Construction
Duration : Jan 1998 – April 1999
Monthly Salary : RM 750

Work Description:

- Attending incoming and outgoing calls
- Attending to walk in customers/guest
- Familiar with PABX systems
- Compiling monthly report for company's phone bills.
- Always ensure the Reception area was tidy and clean
- make an overseas call for MD's

Languages

(**Proficiency**: 0=**Poor** - 10=**Excellent**)

Language	Spoken	Written
Bahasa Malaysia	10	10
English	5	5

Computer Literate :

Basic knowledge – Microsoft Excell, Microsoft Words, Powerpoint & Email

EXPECTED SALARY – RM 2000 -2500

PERSONAL BACKGROUND

I am 44 years old lady born in Klang. I am the youngest among 6 siblings. I am an open minded, outgoing and dependable person. Easy to mix with new environments and new people. I am a fast learner. I love spending my time playing with my kids, watching movies, listening to music, cooking and cleaning . And I love sports such as Netball, Futsal, Bowling and Badminton. I can converse well in both Bahasa Melayu and English.

Miscellaneous

Availability : Anytime
Willing to Travel : Heavy (>50%)
Willing to Relocate : Will Consider
Possess Own Transport : Yes

Personal Strengths:

Able to relate easily to all kinds of people. Able to work independently as well as a team player. Creative, energetic, positive, impulsive, perfectionist and hardworking. Well organize and self-motivated. Enjoy new experiences and challenges.

References

UPON REQUEST