

# SITI MARYAM BINTI MOHAMMAD FALZERI

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## EDUCATIONAL BACKGROUND

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**UNITAR International University (UNITAR)** **January 2021-December 2024**

Bachelor of Business Administration (Hons)

Major: Human Resources Management

**Politeknik Mersing Johor (PMJ)** **Jun 2017 – December 2019**

Diploma in Secretarial Science

## AWARDS & RECOGNITIONS

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Gold Award for English Debate - Politeknik Mersing Johor	<b>2019</b>
Gold Award for Leaders Night Award – Politeknik Mersing Johor	<b>2019</b>
Brown Award for Final Year Project – Politeknik Mersing Johor	<b>2019</b>
Leader for Business Department Final Year Project – Politeknik Mersing Johor	<b>2019</b>
Dean' s List semester 4 & 5 - Politeknik Mersing Johor	<b>2018-2019</b>
Dean' s List semester 2, 4, 5, 6, & 8- UNITAR International University	
<b>2021-2022</b>	

## WORK EXPERIENCE

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**Advanced Defence System Sdn Bhd** **October 2022 – March 2023**

Business Development Executive cum Personal Assistant

- Prepared business presentations and proposals in order to showcase company's capabilities to clients.
- Act as link between the organization and the clients to ensure clients take more interest in products and services rendered by the business organization.
- Provided logistical support for programs, meetings, and events, including room reservations, agenda preparation and calendar maintenance.
- Interacted with senior level executives of companies for analysing their requirement and pitching our company's products.
- Identify and communicate with new business leads for the organization and work under direction of the business development manager.
- Manage the communication of the organization with clients via emails, telephones, and websites and contacted new and existing customers to discuss how specific products could meet their needs.
- Assist the manager to make inquiries on small projects and to handle them from start to finish.
- Supported efficient meetings by organizing spaces and materials, documenting discussion.
- Respond to inquiries made by clients about company in a timely and friendly manner.
- Provide support for the BD team.
- Coordinate and support Community Involvement activities, events, and programs.

## WORK EXPERIENCE

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**Galaxy Aerospace (M) Sdn Bhd** **November 2020 – October 2022**

Secretary to Managing Director

- Organizing and attending meetings and ensuring the manager is well prepared for meetings such as Management Meeting.
- Process Director's correspondence, ensuring that incoming correspondence is dealt with by the Director/or on behalf of the Director.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for Director or on behalf.
- Provides high-level administrative support and assistance to the Managing Director.
- Performs office tasks including maintaining records and performing basic bookkeeping.
- Manage Director's electronic diary, assessing priority of appointments and reallocation as necessary.
- Schedules and attends meetings on behalf of executives, taking notes and recording minutes.
- Maintain and renew licence and certification for company using E-Perolehan System

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- Involved in event such as DSA, SAS (Aviation Exhibition)
- Involved in new project hangar building at airport.
- Manage Director's travel arrangements.
- Maintain Director's office systems, including data management and filing.
- Monitoring a reporting manager's email and responding if required.
- Preparing communications on behalf of a director's
- Producing documents, briefing papers, reports, and presentations
- Performs additional duties as assigned.
- Making arrangements for meetings and travel

## Galaxy Aerospace (M) Sdn Bhd

Commercial Assistant

- Performing basic office tasks, such as data entry, answering phones, taking messages, sorting mail, maintaining and updating filing.
- Greeting and directing visitors, answering questions.
- Ensure electronic agreements are filed in the shared drive and / or passed on to the relevant member of the team.
- Book meetings and conference calls, update calendars and ensure meeting rooms are booked when required.
- Assist the Commercial Managers in producing tenders reports for submission.
- Maintain filing of original documents and ensure these are easily retrievable.

## WORK EXPERIENCE

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### KPJ Sentosa KL Specialist Hospital

June 2020-Nov 2020

Secretary to Chief Executive Officer & Medical Director

- Preparing and disseminating correspondence, memos and forms for Board of Director Meeting, Board of Management, Head of Services Meeting and etc.
- Submit daily report (In-Patient & Out-Patient and Revenue) to CEO and Finance Manager
- Answering phone calls and redirect them when necessary.
- Managing the daily/weekly/monthly agenda and arrange new meetings and appointments.
- File and update contact information of employees, customers, suppliers and external partners.
- Support and facilitate the completion of regular reports in taking a filing system.
- Check frequently the levels of office supplies and place appropriate orders.
- Assist admin department to renewal the license hospital.
- Assist specialist to renew license at Malaysian Medical Council (MMC)

## REFERENCES

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### Kept Ir. Haji Ahmad Fahmi Bin Jahaya (Retired)

Senior Principal Quality Assurance & PIC (Navy)

Galaxy Aerospace (M) Sdn Bhd

(+60) 16-2153653

### Nik Mohd Fareez Bin Auddin

Commercial Manager

Galaxy Aerospace (M) Sdn Bhd

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