



NOORHIDAYAH BINTI AMIR ALZAHARI
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PERSIARAN MAYANG PASIR,
11900 BAYAN LEPAS,
PULAU PINANG
HP:-013-8231451
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OBJECTIVE

-Seeking for an ambitious and proactive working environment which challenges my superior administration skills and proficiencies as a administrator.

EXPERIENCE SUMMERY

-Over twelve years of experience in handling various types of clerical responsibilities and highly confidential task with efficiency.
-Maintain accuracy in sorting, filtering, copying and documenting procedures.

PERSONAL STRENGTH

-An active,dedicated,ambitious and disciplined person
-Able to manage time efficiently
-Hardworking and committed to reach targeted goals
-Willing and keen to develop new skills

SKILL

-Programming Tools
*Capability in computer literate example Microsoft Word,Powerpoint,Office,Flash,Visual Basic and HTML
* Critical analysis and organizational management
*Ability to follow the direction correctly
*Attentive and high motivated professional
-Operation Systems
*Window XP
-Shipment in/shipment out procedure

OTHER SKILL

-Good typing, writing and spoken in Bahasa Melayu and English
-Able to works in public holidays
-Willing for travelling

EDUCATIONAL BACKGROUND

2005-2008:-Diploma in Information Technology (DIT)
Cybernetics International College Of Technology (UPM)
154,Kompleks Maluri,Jalan Jejaka,Taman Maluri,
55100 Kuala Lumpur
(CGPA:3.436)
2000-2004:-Sijil Pelajaran Malaysia
Sekolah Menengah Kebangsaan Raja Tun Uda,Jalan Tengah,
11900 Bayan Lepas,
Pulau Pinang

CO-CURRICULUM ACTIVITIES

POSITION	EVENT/SOCIETY	YEAR
Member	Joint Biro Tatanegara (BTN) Campaign,Joint to PHP Dreamweaver Seminar	2008
President	Multimedia Club,Joint to Leadership Campaign,Joint to HTML Seminar,Joint to Evolution Night	2007
Committee Member	Multimedia Club	2006
Member	Persatuan Silat Cekak Malaysia (PSSCM),Choir Club	2005
Secretary	Ping Pong Club,Malaysian Red Crescent Society,Joint to First Aid Course,Joint to Fire Course	2004
Tresures	Ping Pong Club	2003

PROFESSIONAL EXPERIENCE

PERMANENT

1)Company:-Syarikat Nyaman Sdn Bhd

- Manage as a secretary to manage personal matter for my boss.For example to all document like billing of upkeep of motor vehicles,registration card,Petty cash claims,Income tax paid are in good condition in hardware or software.

-Typed confidential letter for senior members

-Collected client letter and assorted them according to the details.

-Answered phone enquires from clients.

-Prepared Employee cheques and managed other similar tasks.

-Updated employee payroll details into the database.

Level:-Admin Assistant Officer

Date Joined:-12 March 2009

2)Company:-INARI Technology SDN BHD

Level:-Admin/APTE (Associate Process Team Engineering)-Engineering Test Dept.

Date Joint:-05 November 2012 - PRESENT

Description-

- Follow up on HOD request, eg:- claim billing, get approval from COO.(buy something expenses extra budget)
- support on managers document, eg:- worker attendance, EPR approver (buy a laptop/desktop,stationery,tools and etc).
- alliance HR for worker requirement, eg:- new hire head count.
- support on Engineer's data, eg:- compile data for daily, weekly & monthly for process control (PA/FBAR/MM Product). capture photo for present purpose.
- support on APTE daily task, eg:- sampling test for incoming reject (Chip unit,Marking defect,Contamination,Short unit,Extra unit,Scratches,Double unit,Tilted,Empty pocket) dispose lot, build plan and shipment supporting.

REFERENCES

NAME	TITLE	TEL NO.	COMPANY
1)Nuraini	HR	017-5506712	INARI TECHNOLOGY SDN BHD
2)Zanariah binti IBRAHIM	Accounts Clerk	012-4627350	SYARIKAT NYAMAN SDN BHD

Expected Salary:-3000.00++