



**Nor Sazlina  
Shaik Abdul Kader**  
**EXECUTIVE**

**Details**

09 January 1989  
Penang, Malaysia  
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**Link**

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**Skills**

Critical thinking and problem solving



Ability to Multitask



Ability to Work Under Pressure



Effective Time Management



Teamwork



Leadership Skills



Ability to Work in a Team



Fast Learner



Customer Service



Communication Skills



Microsoft Office



Strong Team Spirit



**Profile**

- I'm an ideal team player & able to hands on whenever required.
- I can work under the pressure to meet deadline.
- I'm able to complete task under the minimal supervision.
- I'm focus minded & multitasking.

**Employment History**

**Property Executive, IJM Land Berhad**

June 2013 until Present

I have been with IJM Land Berhad for more than 10 years as an Executive in Property Management & Maintenance.

I am one of the core team of the department in handling the property management from the CCC issuance until the handover to the JMB/MC.

I monitor the site staff(s) daily routine at the management offices, observing the database in complaints & defects management, arranging the documentations regarding the internal procedures & related to the authorities (COB, PTG, MBPP & etc) & also attended to few cases in Strata Tribunal Court.

- Scheduled meetings and appointments for the executive, ensuring that the executive had a full and productive day.
- Coordinated and organized department events, conferences and meetings.
- Handled customer complaints calmly and professionally, resolving customer issued in a timely manner.
- Created reports and documents as requested by the department's head.

**Account Assistant, Emerald Capital Development Sdn Bhd**

June 2010 until June 2013

I am assisting in daily account & finance routine such as :

- Receiving and processing invoices, expenses forms, request for payments.
- Verify calculations & input codes into the accounting system in accurate manner.
- Maintain & monitoring cash flow & deal with daily transactions for petty cash & preparing payments.
- Reconciles simple bank statements & department records.

**Admin Clerk, Ivory Properties Group Berhad**

Mar 2008 until May 2010

I was in 3 different departments which is Complex Management, Interior Design Department & Property Management.

- Dealing directly with customers, tenants, owners & etc.
- Liaise with contractors, vendors & other related party.

**Education**

SMK Bukit Jambul, Bayan Lepas

January 2002 until December 2006

Graduated with credit for Sijil Pelajaran Malaysia.