SITI ZURAINI ZAHARI

A G E N C I E S L I A I S I O N O F F I C E R

To work towards professionalism for career and ultimate goal of becoming effective and committed individuals in various scope in life, and enable me to learn how to deal with people in real settings and gain experiences as a whole. Fast learner and able to work with minimum supervision.

# EXPERIENCE

### August 2023- Present

TEAM KERIS BERHAD l IPOH, PERAK


## Agencies Liaison Officer

To act as contact point for all local authorities and external agencies, and to keep a list of the agencies or personnel representing the agencies or organizations.

To act upon or flag up actions required from project - related correspondence from local authorities and external agencies

To be an effective coordinator in promoting a good and strong relation with the local authorities and external agencies

Conducting follow up project with PBT, PTG and esc

Fascinating meeting and cooperation among people, agencies and organization

### September 2020 -July 2023

PUNCAK EMAS INFRA SDN BHD l IPOH, PERAK

## Customer Service Exec

Communicate and follow up with PBT, authorities and third party regarding complaint matter and reporting

Any ad-hoc activities such as CSR, event planning and others

Build sustainable relationship with Corporate Comm third party through open and interactive communications

### Oct 2018 - Aug 2020

HOME PRODUCT CENTRE SDN BHD l SEPANG, SELANGOR

## HR Admin & Customer Service

Processing payroll, find potential candidate that meet the requirements

Keeping tracks of documents, including employee records regarding to attendance, medical leave and other employee data

Handle customer issue ,orders and related tasks

Responsible for assisting customers in various ways, including by processing data, resolving customers issues and answering questions

# REFERENCE

## HAFIZ BIN HAMDAN

CONTACT

Phone

017-4481552

Email

sitizurainizahari@gmail.com

Address

Taman Ipoh Jaya, Ipoh Perak

EDUCATION

**2014-2018**

**Bachelor Degree of Entrepreneurship (Business Commerce )**

**Universiti Malaysia Kelantan (UMK) 3.33**

**2007-2013**

**Sijil Tinggi Pelajaran Malaysia Smk Ahmad Boestamam (SMKAB) 3.2**

EXPERTISE

Microsoft Office Tool - Advanced Open Office - Advanced

Work alongside other department to aid in communication

Powertoon - Medium

Identify communication issue within the organization

LANGUANGE

**English Spanish**

Section Manager, Puncak Emas Infra

**0192451615**

### AHMAD FAUZAN AHMD MALIKI

Asst Section Manager, Puncak Emas Infra

**0124456660**