



NOORNADIA BINTI BASHARUDDIN

Email : nadyadzar@gmail.com / Tel : 012 4368799

Address : No 22 Lorong Keladi Indah 1, Taman Keladi Indah 13200, Bertam Perdana , Kepala Batas. Pulau Pinang.

EXPERIENCE

Evergreen Laurel Hotel - Telephone Operator

2007 - 2009

Answers and routes all telephone calls. Assists users with telephone services. Experienced and talented switchboard operator familiar with a range of telephone systems and other communication devices. Handling guest complaints or inquiries regarding hotel information.

Flamingo Hotel by The Beach - Guest Relation Officer

2009 - 2013

Welcoming guests in a friendly and professional way. Addressing and escalating guest complaints. Providing information about facilities in the hotel. Reveal arrival list to welcome guests. Attend special guests (e.g VIPs) and answer their inquiries. Record information in the logbook daily.

RESONET - Admin Assistant

2013 - 2015

Provides administrative support to ensure efficient office operations. Maintains physical and digital filing systems. Respond to email and other digital quotes and correspondence. Inputs and updates information in database and spreadsheets. Prepare meeting agendas and takes meeting minutes. Coordinates meeting including room setup and catering. Operates and maintains office equipment including print, copiers and fax machines. Researches as requested and compiles and summarizes information for reports. Ensure that deadlines are met and adapt to changing priorities. And Etc .

EDUCATION

Methodist Girls School Penang - SPM

2001 - 2005

SKILLS

- Customer Services
- Management
- Communication
- Leadership
- Teamworks
- Adaptability
- Flexibility
- Positive attitude
- Active Listening
- Self Discipline

LANGUAGES

English and Malay

Noornadia Binti Basharuddin

No 22 Lorong Keladi Indah 1, Taman Keladi Indah 13200,
Bertam Perdana Kepala Batas. Pulau Pinang.

Hunza Properties Berhad
Human Resource

Subject : Application For the Hunza Care Executive

To whom it may concern ,

I wish to offer my application for the position or any
vacancies that are available. .

In pursuit of further career prospects and to widen the
horizon of my experience, I am exploring possibilities of a
challenging assignment in your organization. I have
developed communication skills with commitment and
loyalty, can work under pressure and consider myself to be
honest, self motivated, numerated and quite adaptable with
the ability to learn quickly. I assure you that given a chance I
shall ride to the expectation of all.

Please find attached copy of my resume, contents of which
will give you a comprehensive overview of my qualification
and experience. If you consider my application suitable.

Please do not hesitate to contact me at your earliest
convenience.

Thank you so much and I look forward to hearing from you
soon.

Your Sincerely ,

Noornadia Basharuddin

