



Rahimah Bee binti Samsudin

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Objective

Skilled professional with broad knowledge of management, leverage bookkeeping and contribute practiced analytical reasoning and problem solving skill. Detail-oriented and organized with multi-tasking ability to support daily task and management efficiency. Expertise in sourcing, negotiating and optimizing supply chains with leverage of strong analytical thinking.

Work Experience

Admin cum account clerk

2022-Present

SMIN VISION VENTURES SDN BHD

- √ • Handle documentation, letters, PO, DO, Invoice and Quotation request.
- √ • To compile, record, photostat and maintain proper filing system.
- √ • Managing and handling clients request through phone and email.
- √ • Delivering excellent customer service to clients.
- √ • Attend any briefing for new projects.
- √ • Attend site visit on behalf of superior and meet site supervisor for updates.
- √ • Handling paperwork, travel plan, schedule and calendar activities such as
- √ agendas, event and off sites.
- √ • Assist for tender registration for projects using e-perolehan and follow up for
- √ client update.
- √ • Handling cleaning service and cleanliness in office.
- √ • Assisting and supports project team for tender and quotation preparation,
- √ schedule meetings and appointments.
- √ • Kept office operations running smoothly and efficiently by implementing
- √ procedure and policy improvements.
- √ • To assist in office equipment and stationary requisition and maintenance.
- √ • Retrieved and checked files to respond to internal and external

information

✓ requests.

✓ • Executing other tasks directed by superior.

Inventory clerk

Jan 2021- Jun 2022

SAM MEERKAT SDN BHD, Bayan Lepas, Pulau Pinang

- ✓ • Monthly stock takes and replenishment for supply and chemical items.
- ✓ • Monitor and maintain optimal inventory level and managing FIFO.
- ✓ • Conduct cycle counting of inventory and locating parts.
- ✓ • Submit cycle count and inventory reports to superior.
- ✓ • Managed inventory management system using oracle.
- ✓ • Ensure physical material flows tally with system quantities mainly class A item.
- ✓ • Generate everyday inventory parts and reports using oracle.
- ✓ • Track inventory both in warehouse and production
- ✓ • Conduct disposition of scrap and aged materials based on the status.
- ✓ • Involved in scrap and material disposition report.
- ✓ • Familiar with electronic parts, Mechanical parts, PCBs and supply items.
- ✓ • Familiar with Production and warehouse inventory.
- ✓ • Assist with investigations of inventory issues as needed.
- ✓ • Assist Auditor for external yearly audit.
- ✓ • Undertake any ad-hoc assignments or duties assigned by superior.

Kindergarten Teacher

Oktober 2018-Feb 2020

The Wendy House, Bukit Gelugor, Pulau Pinang

- ✓ • Follow policies and procedures of the school curriculum.
- ✓ • Develop and implement engaging lesson plans.
- ✓ • Ensure all teaching material needed are prepared in advance before the activities.
- ✓ • Communicate with parents on a daily basis, sharing their children's latest adventures and achievements.
- ✓ • Develop creative hands-on activities and projects based on your observations of children's interests and skills.
- ✓ • Implement curriculum to support children's learning and development.
- ✓ • Preparing reports and meeting minutes.
- ✓ • Handling proper documentation and filing of children information, achievement and activities.
- ✓ • Prepare, printing and photocopying template for children lesson.
- ✓ • Attend weekly kindergarten staff meeting with school principal.
- ✓ • Manage classroom and adjust the teaching strategies based on student performance.
- ✓ • Foster language and literacy skills through storytelling.

- √ • Encourage the development of motor skills and enhance their motor skills with
- √ fun activities.
- √ • Involve, managed and conduct yearly events for school.
- √ • Helps students to participate in performance and various activities in school.

References

- √ • Ms. Shikin binti Abdul Razak
- √ • HR Executive Smin Vision Bentures Sdn Bhd
- √ • 0195105592

Education

Bachelor Degree in Accounting
University Science Malaysia

Jun 2008- September 2012

- √ Add your content

Diploma Accountancy
Politeknik Seberang Perai

Jun 2005- Jun 2008

- √ CGPA: 3.63/ 2008
- √ • JPA Scholarship
- √ • Deen Lister for Every Semester
- √ • Vice Chancellor's Award

Sijil Pelajaran Malaysia
Sek Men Keb Bandar Baru Perda

2003- 2004

- √ Result: Pass / 2004
- √ • Board of Prefects
- √ • Girl Scout Secretary
- √ • Best Student Awards
- √ • Representing School for Forum,
- √ Debate and Leadership Camping.

Skills

• Microsoft Office • Microsoft Outlook • UBS • Million System