

NAME

Age : xx years
Identification no. : xxxxxx-xx-xxxx
Gender : F/M
Race :
Religion
Marital Status :



Address : 123 Address,
Street, City, State.
Contact number : +6 01 x xxx number
Email : info@youremail.com

CAREER OBJECTIVE

Seeking an Administrative position with an organization where demonstrated skills in marketing, administration, and sales can be used to increase profitability and promote growth

SKILLS

- MS Office :Excellent
- Accounting Software : Moderate
- Graphic Software : Moderate
- Multimedia Software : Good
- Programming Language : Slight
- Internet Applications : Excellent

PROFESSIONAL EXPERIENCE

JAN -DEC 2014

TECHNIP CONSULTANT (M) SDN BHD
Project Document Controller and Manager

- Responsible to control, keep and make record of the Master copy of all relevant Detailed Design of Engineering, vendors, final work package documents and As-Building drawings in accordance to the Company's procedures.
- Receive and acknowledge transmittals and verify for completeness of the attached documents.
- Maintain a register of all projects-related correspondences i.e. letters, faxes, MOM, etc.

NOV 2012 -DEC2013 PROEIGHT OFFSHORE ENGINEERING SDN BHD
Operation Assistant / Junior Executive

- Ensuring all related departments has the latest updated documents.
- Responsible to handover AFC (Approve for Construction) packages to PCS (Construction Department), Final As-Built Drawings & Vendor Databook (VDB) to Asset (Operation) as instructed by Project Engineers and handover original documents to Corporate Archive.
- Filing of all incoming documentations (Master copy – Hardcopies and Softcopies) from vendors, suppliers, main contractors, sub-contractors and all the project teams as directed by Supervisors.

PROFESSIONAL DEVELOPMENT

2013 JABATAN KERJA RAYA BATU LINTANG, KUCHING, SARAWAK
Microsoft Office Suite, Leadership and Time Management

- Microsoft Office Suite: Word, Excel, PowerPoint, Access, FrontPage, Outlook, Publisher, Project Professional

RELEVANT ACCOMPLISHMENTS

- APRIL 2012 ANNUAL TRAINING EVENT**
- Coordinated annual training event for 800-1,000 adults,
- JAN 2012 PROJECT MANAGEMENT, CONSIST TRAINING CENTER, K.LUMPUR**
- Coordinated logistics for video conferences and offsite meetings among national GMI offices, including travel, accommodations, equipment, and presentation materials.
 - Researched and recommended specific vendors for improved facilities management
 - Planned and implemented a highly successful "Daughters to Work" day with GMI committee members, including overall event coordination for 85 participants.
- JAN 2011 TRAINERS CONFERENCE**
- Train-the-trainers week-long seminar, Corus Hotel Ballroom, K. Lumpur

REFEREES

Person A

Job Title

Name of Company, Street Name,
Address, City, State.

Sarawak, Malaysia.

Email: info@email.com

Contact: +60 8x xxxxxx

Person B

Job Title

Name of Company, Street Name,
Address, City, State.

Sarawak, Malaysia.

Email: info@email.com

Contact: +60 8x xxxxxx