

ASSISTANT COMPANY SECRETARY

Summary

Reliable Legal Secretary successful at maintaining complex docket systems, tracking deadlines and coordinating depositions. Organized Legal Secretary adept at managing multiple high priority tasks. Expert in preparing legal documents such as briefs, motions and subpoenas.

Highlights

Microsoft Office - MS Words, Power Point, Excel, Access, Publisher SPSS 16.0 Interpersonal Skills

Experience

Assistant Company Secretary Apr 2016 to Current

Company Name i¼ City , State

- Address : SH 6A, Jalan Mutiara, Taman Bukit Ampang, Jalan Bukit Belacan, 68000 Ampang, Selangor.

Executive Secretarial Aug 2014 to Jul 2015

Company Name i¼ City , State

- Address:Â Level 8, Symphony House Pusat Dagangan Dana 1, Jalan PJUAÂ Â Â Â Â Â Â Â Â Â Â Â Â Â 1A/46, 47301 Petaling Jaya, Selangor Darul EhsanÂ

Assistant Company Secretary Oct 2012 to Jun 2013

Company Name i¼ City , State

- No. 7-1F, Jalan Boling Padang G 13/G, Seksyen 13, 40100 Shah Alam.

PRACTICAL STUDENT Jan 2012 to Mar 2012

Company Name i¼ City , State Address: Tingkat 3, Menara Selatan, Bangunan Sultan Idris Shah, PersiaranÂ Â Masjid, 40676 Shah Alam, Selangor Darul Ehsan.

Education

MAICSA , PROFESSIONAL LEVEL Malaysia Institute of Chartered Secretary i¼ City , State , MALAYSIA

BACHELOR IN CORPORATE ADMINISTRATION , CORPORATE ADMINISTRATION 2012 Universiti Teknologi MARA i¼ City , State , MALAYSIA

- CORPORATE ADMINISTRATION
- SECRETARIALÂ
- MANAGEMENT AND OFFICE MANAGEMENT
- PUBLIC RELATION

DIPLOMA IN PUBLIC ADMINISTRATION , PUBLIC ADMINISTRATION 2010 Universiti Teknologi MARA i¼ City , State , MALAYSIA

- POLICY AND ADMINISTRATION
- OFFICE MANAGEMENT
- HUMAN RESOURCES

Accomplishments

- Practical Student Courses And Seminar Extended 2012 Participate in Mock Meeting Competition at Dewan Serbaguna FSPPP, UiTM Shah Alam.
- Committee of Melati Computer Club 2010 Paricipate in Program DiPAC Society Tour at Sekolah Pendidikan Khas Alma, Pulau Pinang organized by Faculty of Adminstrative Science & Policy Studies UiTM Kedah.
- Participate in Sukan Inter Program 2009 at Kompleks Sukan & Stadium MiniUiTM Kedah, organized by Majlis Sukan Pelajar UiTM Kedah.
- Participate in Ceramah Teknik- Teknik Asas Ping Pong organized by Persatuan Ping Pong UiTM Kedah at UiTM Kedah.
- Participate in Karnival Sukan Mahasiswa UiTM Semalaysia Kali ke-16/2008 at UiTM Perak, organized by UiTM Malaysia.
- Introductory English in Akademi Pengajian Bahasa, Universiti Teknologi Mara Pulau Pinang.
- Kursus Aplikasi Komputer (Pakej 2) Pengenalan kepada Komputer, MS WORD 2000, MS EXCEL 2000, MS POWER POINT 2000 in Pusat Computer RC, Permatang Pauh, Pulau Pinang.
- Program Rakan Muda Wawasan Desa IPT Daerah Seberang Perai Tengah at JKKK Alma/ Bukit Minyak, Bukit Mertajam.
- Pertandingan & Pameran Seni Lukis Pelajar - Pelajar Malaysia - Jepun ke - 11Â Jabatan Pendidikan Pulau Pinang.
- Program Rakan Muda Ramadan, Kementerian Belia dan Sukan Malaysia.

Interests

- Possess strong leadership charismatic.
- Possess strong sense of responsibility.
- Able to work hard.
- Ability to work independent or in a group.
- Self-reliance, hardworking and resourceful.

- Willing to work for long hours and moderate traveling.
- Love to learn something new.
- Intermediary language:- Malay language - Speaking and Writing English language - Speaking and writing Basic in Arabic
- Interest and Activity Reading, Watching, Listening
- Extracurricular Activities
- Tresury of Ping Pong Club UiTM Kedah.
- Special Force of Diploma in Public Administration Club (DiPAC) Committee of Team Building Programme at Pendang Lake Resort, organized by DiPAC UiTM Kedah.
- Tresury of Ping Pong Club UiTM Kedah.
- Special Force of Diploma in Public Administration Club (DiPAC) Fasilitator for Program Transformasi SKKP at Emerald Puteri Hotle, Sungai Petani organized by Sekolah kebangsaan Kampong Pasir, and DiPAC Uitm Kedah, Kedah.
- Team Manager of "UiTM Kedah Netball Open 2008", organized by Persatuan Bola Jaing UiTM Kedah, UiTM Kedah, Kedah.Â

Skills

Interpersonal Skills, Managing, Access, Excel, Microsoft Office, Power Point, Publisher, MS Words, PUBLIC RELATIONS, PUBLICATION, SPSS, Supervisor, SYMPHONY