

Latifah Abd Aziz

W: <http://www.worky.com/latifah-abdaziz2>

Professional Experience

2001 - 2009 **Project Management team - PA - Secretary**

Apparently, I had worked for and was an Office Manager cum PA for the KL based UK Project Management team branch office. I was responsible and accountable for the smooth running of the overall administration and maintenance. I have had supported them from setting up and maintain filing system, typing of correspondence, tenders, proposals, monthly reports, presentation, minutes of meeting, to the company's basic accounting of handling petty cash, basic book-keeping, bank reconciliation, invoicing, payment vouchers, etc. I had also oversees and liaised with forwarding agents, handled travel arrangements with t hotel accommodation requirements for staff and visitors. Scheduled and arranged meeting appointments and special gathering functions.

It is a privilege for me to contribute my extensive administration and secretarial experience to support any management team or any organisation. Having had worked for Senior Management team of multinational companies and also for a seconded assignment to work for client's office (BASF-PETRONAS, located out-station). I believe that I meet the essential requirements for this position.

I have also had the opportunity to liaise with various local relevant government authorities (Town Councils, Electricity Board, Water Authority) various suppliers, consultants (i.e. Architects, Engineers, Quantity Surveyors) and contractors. I have strong organizational skills with proficient knowledge of MS Office (Word, Power-point and Excel). I maintained confidentiality and customer orientation.

My experiences are expressed in the attached Letter of Recommendation for your kind consideration together with my resume with further details of my working experience enclosed for your reference. I would accept if you wish to consider the employment to be on a contract as my previous employments were on contract basis. I am mobile globally and I can start work at anytime.

Thanking you in advance for your time and look forward to be called for an interview to discuss further pertaining to this position.

Best Regards,
Latifah A Aziz
Mobile no. 6017-6035890(MALAYSIA)

Key Skills Administration, architects, Bank reconciliation, engineers, EXCEL, Filing, Invoicing, MS Office, Office Manager, Project Management, Reports, Senior Management, typing

Education and Qualifications

1989 **Certificate - Admin Management / Executive Secretary Diploma**
Stamford Executive Centre
