

# Duna Fatiha B. Saparuddin

**Address:** No 11, Jalan Aliff Harmoni 6/3, Aliff Puteri Taman Damansara Aliff 81200 Johor Bahru

**Phone:** +6012-7423242

**Email:** [dunafatiha@gmail.com](mailto:dunafatiha@gmail.com)

**Date of Birth:** 6<sup>th</sup> October 1989/ 30 Yrs old

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## OBJECTIVE

Highly skilled in providing administrative support functions, including: scheduling, travel arrangement, expense reports, and filling. Desire the position of Personal Assistant where flawless executive support services is valued.

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## WORK EXPERIENCE

2017 - 2021

### **Human Resource & Admin Executive, Cupchai Malaysia Sdn Bhd, Johor Bahru**

Responsibilities:

- Handling recruitment process
- Maintaining & updating of employee data base and records
- Responsible in filling of HR documents
- Handling contract for employees, termination, re-designation and etc.
- Handling government form such as KWSP, Perkeso & etc
- Manage monthly payroll, ensure timely salary payout and compliance with all statutory requirement
- Handling foreign workers documentation, Femoma check out
- Handling staff leaves and medical leaves
- Applying thypoid injection for new staff
- Handling training for new staff

2014 – 2016

### **Flight Attendant, Eagle Express Air Charter Sdn Bhd, Jeddah Saudi Arabia**

Responsibilities:

- Provide excellent customer service for passenger
- Ensure passenger comfort and safety throughout the flight
- Performed safety and first aid
- Present emergency equipment and give instructions to passengers on how to use this equipment
- Monitor, manage and secure the cabin
- Adhere to all aviation rules and regulations
- Assist passengers and cabin crew during emergency situations
- Provide help to passengers with special needs (children, disabled person, elders etc)
- Prepare and submit reports on flight incidents

- Monitor, manage and secure the cabin

**WORK  
EXPERIENCE**

2013

**Leasing Officer cum Personal Assistant, PNB Commercial  
Sdn Berhad, Johor Bahru**

Responsibilities:

- Prepared and maintained tenants profile, offer letter, tenancy agreement, proposals, legal documents, etc
- Assisted in setting up an effective tenancy administration filing system
- Conducted regular check in tenants premises to ensure tenants comply to all terms and rules
- Attended day to day complains or issues from tenants pertaining to leasing/ operation matters
- Attended leasing enquiries and coordinated on renovation and fit-out matters
- Taking minutes of meeting, monitor the deadlines and follow up
- Filter general information, queries, phone calls and invitations
- Manage, coordinate and maintain calendar including appointments, meetings and travel
- Responsible for organizing travel and logistic including flights, hotel accommodation, car rental, and etc
- Secretarial support for meetings as and when required including, communicating meeting reminders, confirming venues and arranging refreshment.

2013

**Program Administrator, Flextronics Technology (M) Sdn  
Bhd,  
Pelabuhan Tanjung Pelepas**

Responsibilities:

- Manage customer fulfillment include order processing and return request, reschedule reply and shipment related request
- Ensure on time delivery per commitment
- Manage and maintain good inventories management
- Work closely with internal departments like material, marketing and sales team to ensure order compliance
- Handling for Engineering notice document
- Work closely with logistic department

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**EDUCATION**

**Bachelor Degree of Business Management**, University  
Selangor 2008 - 2013

**STPM**, Maktab Sultan Abu Bakar (English College) 2007 - 2008

**PMR & SPM**, Sekolah Menengah Sultanah Engku Tun  
Aminah(SETA) 2002 - 2006

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**ADDITIONAL  
SKILLS**

Microsoft Office package: Microsoft Word, Excel, Access  
Database operation: Microsoft Office Access, Oracle 8i  
Statistical operation: SPSS, STATA  
Programming: C++, SQL, HTML

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**REFERENCES**

References available on request