



## **MASNI ABDULLAH ASSHAARI**

### **Department Secretary / Administrator / Coordinator**

Seri Kembangan Selangor

masni.abdullahasshaari@gmail.com | 012-4989804 |

<https://www.linkedin.com/in/masni-abdullah-asshaari->

## **OBJECTIVE**

Detail-oriented and proactive Department Secretary / Administrator with 15 years of experience in administration support, employee coordination and process improvement. Adaptable, forward-thinking, facilitated collaborative teamwork and proactive solutions. Seeking an available role where i can apply my expertise in organizational efficiency, employee engagement and compliance. **Available with a 1-month notice period.**

## **KEY SKILLS**

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### **Human Resources Support:**

Employee Act Compliance (Trained), Employee Onboarding & Offboarding, Training & Development Coordination, Payroll & Overtime Processing Support, Performance Appraisal Assistance, Employee Records Management, HR Policy & Compliance Support

### **Administrative & Technical Proficiency:**

Microsoft Office Suite (Word, Excel, PowerPoint & Outlook), Microsoft Teams, SAP Business Client Application, Adobe Acrobat Pro DC, Power BI (Data Analysis & Reporting), Time keeping & Expense Processing, one note, snagit, snipping tool

### **Soft Skills:**

Strong Interpersonal & Communication skills, Team Leadership & Collaboration, Proactive Problem-Solving, Trustworthiness in Actions, Adaptability, Quick Learner, Detail-Oriented & Process-Driven.

## **WORK EXPERIENCE**

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### **Idaman Flora Resources**

**January 2026 – current**

Administrator / Coordinator

- Scheduling & Rostering
- Prepare duty rosters for cleaning crews and drivers.
- Track attendance, leave, and overtime.
- Documentation & Reporting
- Maintain records of daily cleaning operations, routes, and waste collection volumes.
- Prepare monthly reports for municipal councils or management.
- Procurement & Inventory

- Manage supplies like uniforms, cleaning tools, fuel, and vehicle spare parts.
- Keep track of stock levels and raise purchase orders when needed.
- Fleet & Asset Management
- Record maintenance schedules for trucks, compactors, and equipment.
- Ensure insurance and road tax renewals are up to date.
- Compliance & Safety
- Handle permits, licenses, and environmental compliance documentation.
- Organize safety briefings and maintain accident/incident records.
- Customer & Public Relations
- Respond to complaints or feedback from residents.
- Coordinate with local councils on special cleaning projects (festivals, parades, emergencies).

**Modec Offshore Frontier Solutions (OFS) Malaysia Sdn Bhd**

**April 2025 – Dec 2025**

Project Secretary

- **Admin Support**  
Provide daily secretarial and administrative support to Project Manager and Project Management Team. Ensure no deviation from company policies.
- **Travel Management**  
Coordinate mobilization/demobilization of project personnel with people department and their visa/ticketing/accommodation arrangement with admin team. Ensure all validation is done by the project team before approval. Ensure tickets booked without delays. Ensure process is followed and no deviations and aligned with policy.
- **Logistical Support**  
Coordinate and provide logistic support for project meetings, record minutes of meetings and follow up outstanding items with relevant parties
- **Information Reporting**  
Compile and provide updated key project information (project org chart, personnel movement) to relevant stakeholders for reporting/processing purposes. Assist and collaborate with other departments as required for execution.
- **Records Keeping**  
Maintain files and documentation thoroughly and accurately, in accordance with company policy and procedure.

**Technip Energies (M) Sdn Bhd - Kuala Lumpur, Malaysia**

**July 2013 – April 2025**

Department Secretary / Administrator

**Human Resources Support:**

- Attended Employment Act Training to enhance compliance knowledge.
- Assisted in on boarding new employees, managing access setup, IT equipment and training schedules.
- Developed an on boarding checklist and provided induction materials to new hires.
- Managed off boarding processes, including final payroll processing, access revocation and clearance documentation.
- Tracked and maintained employee leave records, ensuring payroll accuracy.
- Assisted in processing overtime claims and recovery leaves for department employees.
- Coordinated and supported external training initiatives, liaising with HR and training providers.
- Facilitated performance appraisals, assisting managers in mid-year and annual review processes.

**Administrative & Departmental Coordination:**

- Supported Head of Department (HOD) in department planning, reporting and HR-related tasks.
- Maintained and updated employee databases, including organization charts, staff movement records and contact lists.
- Assisted in audit processes by preparing compliance documentation and departmental reports.
- Organized department-wide meetings, training sessions and employee engagement events.
- Coordinated travel arrangements for staff assignments and demobilization.

**Additional Information**

- ESG Coordinator, overseeing Environment, Social and Governance (ESG) responsibilities.
- Strong background in data analysis, reporting and process optimization.

**Solid Waste Corporation (SWCorp)**

**April 2009 - July 2013**

Customer Service Officer

- Managed inbound calls, recorded customer inquiries and coordinated issue resolutions.
- Assisted in administrative tasks, including document tracking and correspondence management.

**Aspirasi Utara Sdn Bhd (Proton Dealer Sales)**

**January 2009 - April 2009**

Customer Service Executive

- Handled customer inquiries, processed insurance renewals and supported sales operations

**EDUCATIONAL & CERTIFICATIONS**

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**Universiti Teknologi Mara (UITM)**

**(December 2005 - May 2008)**

Bachelor's Degree Marketing

**Universiti Teknologi Mara (UITM)**

**(July 2002 - September 2005)**

Diploma Business Studies

## **Employment Act Training (Face to Face)**

### **LANGUAGES**

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- English, Fluent
- Bahasa Malaysia, Fluent

### **ORGANIZE EVENT**

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- Special Eve Lunch
- Farewell Lunch
- Department Breakfast
- Department Lunch
- Department Tea Break
- Assisting L & D Teams (HR) for Team Building (year 2023)

### **AWARDS**

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- Long Service Award (10 years – 2023)

### **REFERENCES**

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- Hj. Azmi bin Ismail, Former HOD, 011-1223-2512