

Executive decision-  
makers consist  
information they need  
and thus

[Business](#), [Accounting](#)



EXECUTIVE SUMMARY Officesystem in records management are important to company which provides data ofbusiness activity, employees and company records. Function of recordsmanagement will enhance the competence and efficiency of organization. Operation records management involved cost and risk, but good recordsmanagement will reduce those parameters. By manage the records effectively, each result taking fromdecision-makers consist information they need and thus will improve the qualityof decision making, quality of business activity, long term planning, qualityreporting and quick and accurate customer service.

Records derive from many different form butnot limited to paper and electronic documents only. Agenda or minutes ofmeetings, employee files (letters of appointment, report or appraisalperformance), Company license and agreement, financial report statements are someexamples of records exists in organization. This record can be in electronic or in hard copy format.

KPJ Rawang Specialist Hospital practicing manualrecord management to keep their files where it is no longer necessary to beapplied in an organization, KPJ Rawang Specialist should convert from manualrecord system to E-record management because it is saving time, cost and increase productivity and safety. STUDENT PROFILE / RESUME SITI

NUR AMALINA BINTI AZMAN PERSONAL DETAILS Age : 23  
 years Date of Birth : 15 June 1994 Nationality : Malaysian  
 Gender : Female Marital Status : Single IC No: :

940615-10-6494 Residence : Malaysia [email protected] 2 013-

2531494 2 WORK PREFERENCES • Availability: After (1) weeks •

Willing to travel and possess own transportation EDUCATION BACHELOR OF

OFFICE SYSTEMS MANAGEMENT • UNIVERSITI TEKNOLOGI MARA (UITM) Field of study: Business Management DIPLOMA IN OFFICE SYSTEM MANAGEMENT • UNIVERSITI TEKNOLOGI MARA (UITM) Field of study: Business Management SECONDARY SCHOOL • SEKOLAH MENENGAH BANDAR BARU BATANG KALI Field of study: Science & Account| Major in Science & Accounting WORK EXPERIENCE Executive Assistant at MAA GROUP BERHAD • Nov 2015-Feb 2016 Performs administrative duties for daily operation include managing files and record, meeting and event arrangements, preparing reports and data, training and supervising other support staff and customer relations. Conveyancing Clerk at SITI MUNIRA & CO • Jan 2015-Nov 2015 Responsible to handle all conveyancing matter such as preparing SPA. Memorandum of Transfer, Discharge of Charge, Receipt of Reassignment and etc.

Attend to clients, correspondence, preparing status reports and other type of work assigned by the firm INDUSTRIAL TRAINING PROGRAM KPJ RAWANG SPECIALIST HOSPITAL 11 September 2017-24 December 2017 SKILLS • Computer literate in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe. Publisher, Projects and Access • Able to work independently, develop and deliver commitment, goals and work tenaciously, actively participate as member of a team to move the team toward completion of goals, keen to listen and learn. • Language skills: Bahasa Melayu & English (Written and Spoken) REFERENCE • En Azmi bin Salim 09-4602022 Head Of Program, Centre Of Applied Management Uitm Jengka, Pahang • Pn Noor Dalila Binti Musa 09-4602282 Industrial Training Coordinator Uitm Jengka, Pahang • Pn Azilah Binti Abdul Karim 03-60998917 Administration Officer

KPJ Rawang Specialist Hospital      COMPANY'S BACKGROUND      KPJ Rawang Specialist Hospital (KPJ RSH) is owned and managed by KPJHealthcare Berhad (KPJHB), the healthcare division of Johor Corporation and leader in Malaysia's Private Healthcare Industry.

KPJ RSH is the number 25th hospital in the group, commenced the operations on 31 March 2014. The KPJ Rawang Specialist Hospital is a private specialist healthcare located in the heart of Rawang town. It is a 160 bedded licensed hospital comprises of VIP suites, singles, twin sharing and four bedded rooms.

It is the only private medical center in Rawang, strategically located in the Rawang town which provides comprehensive basic medical care with 24 - hour emergency service and ample public parking. It was built with a capacity of 120 beds providing healthcare services with 16 resident consultants, 3 seasonal consultants and supported by over 200 employees. KPJ RSH is the only hospital providing Echocardiography, Angiography and Angioplasty in Rawang area since there is no other private hospital nearby. This service launched in February 2016 with strength of group 1 Cardiologist Specialist, 1 Cardiac Technician, 1 Radiographer and 2 State Registered Nurses during the procedure. We provide full comprehensive facilities for Cardiac investigation supported by the latest model from SHIMADZU Bransist Alexa C12 with single plane (C-Arm). It was manufactured from Japan and provide high-end technology worth RM 3.6 million. The 24 -hour Consultant Cardiologist on call is available for treatment of chest pain and acute heart attack.

All these elements combine to make the KPJ RSH as one of the leading regional private medical facilities, community oriented, affordable medical services and environmentally friendly. Our facility is certified to the 5S by Malaysia Productivity Corporation (MPC), Integrated Management System (IMS) - ISO9001: 2008, OHSAS18001: 2007, ISO14004: 2004 by Bureau Veritas and currently moving towards to the Malaysian Society for Quality in Health (MSQH)