

CURRICULUM VITAE

EXECUTIVE DIRECTOR



PERSONAL INFORMATIONS

Name	Sarina Binti Abdul Rashid
Position	Executive Director
Years of Experience	18 Years



EDUCATION BACKGROUND

▶ College

Mopar Business and Computer Studies College

Diploma in Computer Studies

▶ High School

Sekolah Menengah Mantin, Negeri Sembilan

Sijil Rendah Malaysia, Gred 1 (1993)

Sijil Pelajaran Malaysia, Gred A (1995)

WORKING EXPERIENCES

▶ Jana Tanmia Resources (M) Sdn. Bhd. (2002 - present)

- Position** : Executive Director
- Industry** : Construction
- Roles** :
1. Report directly to the Managing Director (MD) and perform all duties assigned by the MD.
 2. Responsible for the whole company's administrative and accounts matter to make sure that the company is running smoothly. This includes:
 - a) Maintaining and securing all documentation in proper filing system especially P&C matters for an effective operation of the company.
 - b) Handling company's HR matters and preparing monthly payroll matters.
 - c) Delegating and organizing work for the staff so that they could work effectively and efficiently.
 - d) Prepare and handle all P&C documentation for the company.
 - e) Prepare payment transactions (i.e to the Subcontractors, Suppliers, Payroll, Utilities and etc) and update weekly accounting.
 3. Maintain regular contact with existing customers especially their decision makers.
 4. Calculate cost for customers's quotations.
 5. Contact & deals with all subcontractors and suppliers (existing and new ones).
 6. Fully arrange & overlook all issues pertaining to Financial Control, Admin and Human Resource matters.

▶ Professional Training

1. A Practical Foundation in Accounting Principles Practice
2. Managing Your Finance Function Efficiently
3. Mastering Effective People Management Skills
4. Pentadbir Pejabat yang Cemerlang
5. *Kursus Pengurusan Pembinaan (Asas Memahami Pelan Dan Peranggaran Harga Bangunan)*
6. Apresiasi dan Dokumentasi MS ISO 9001: 2000