

## PERSONAL INFO

**Name** : Datin Sarina Binti Abdul Rashid  
**Position** : Executive Director  
**Email** : sarina@jtr.my  
**Years of Experience** : 20 years



## EDUCATION BACKGROUND

**High School** : SMK Mantin, Negeri Sembilan (SPM)  
**College / University** : Mapor Business and Computer Studies College  
- *Diploma in Computer Studies*

## POSITION ROLES

### Jana Tanmia Resources Sdn Bhd (2002- present)

Position : Executive Director

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