



# DATIN SARINA BINTI ABDUL RASHID

EXECUTIVE DIRECTOR

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## PERSONAL INFO

☎ +6019-227 9956

✉ sarina@jtr.my

🌐 www.jtr.my

## EDUCATION BACKGROUND

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### College/ University

- Mapor Business & Computer Studies College

### High School

- Sekolah Menengah Kebangsaan Mantin, Negeri Sembilan

## POSITIONS ROLES

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- Report directly to the Managing Director (MD) & perform all duties assigned by the MD
- Responsible for the whole company's administrative & accounts matter to make sure that the company is running smoothly
- Maintain regular contact with existing customers especially their decision makers
- Contact & deals with all subcontractors and suppliers (existing & new ones)
- Fully arrange & overlook all issues pertaining to Financial Control, Admin & Human Resource matters

## PROFESSIONAL TRAINING

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- A Practical Foundation in Accounting Principles Practice
- Managing your Finance Function Efficiently
- Mastering Effective People Management Skills
- Pentadbir Pejabat yang Cemerlang
- Kursus Pengurusan Pembinaan (Asas Memahami Pelan & Perancangan Harga Bangunan)
- Apresiasi & Dokumentasi MS ISO 9001:2000