



# HASLYNDA BINTI MUHAMMAD SAM

SR. OPR. COORDINATOR

## PERSONAL INFO

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## EDUCATION BACKGROUND

### College/ University

- Universiti Tenaga Nasional (Uniten)
- Bachelor of Accountancy (UiTM)

### High School

- Sekolah Menengah Kebangsaan Maahad Hamidiah, Kajang (SPM)

## POSITIONS ROLES

- Coordinate and oversee daily operational activities to ensure smooth execution
- Monitor project progress, schedules, and resource allocation
- Communicate with internal teams, clients, and vendors for operational matters
- Ensure compliance with company policies, safety, and quality standards
- Prepare operational reports and support management decision-making
- Identify issues and implement corrective actions to improve efficiency

## PROFESSIONAL TRAINING

- Foreign Worker Employment Workshop: Employer Regulations/ Responsibilities - Certification from Kementerian Sumber Manusia Malaysia
- Basic Construction Course - Certification from Pusat Khidmat Kontraktor Kementerian Kerja Raya Malaysia