##

## SAMEENAH

## SAMEENAH.369714@2freemail.com

**PERSONAL PARTICULARS**

* Sex: Female
* Marital Status: Married
* Age: 38 y/o
* Date of Birth: Sept 11, 1979
* Nationality: Singaporean
* Race: Indian
* Religion: Islam
* Height: 165
* Hobbies: Running, Gym

**PROFILE**

* Fluent in speaking and writing English and Malay; Speaks basic Tamil and minimal Mandarin
* Capable of organizing and working under pressure
* Service-oriented and people-oriented
* Effective and efficient in working with other people
* Passionate, resourceful and able to multitask
* Obtain positive attitude and work ethics
* Flexible and open minded in adapting to new environments and tasks

**EDUCATION**

 GCE ‘N’ Level

Certificate In Office Skills

 LCCI Diploma Private Secretarial

**KEY SKILLS**

* Good verbal, interpersonal and business communication skills
* Proficient in Microsoft Word, Excel, and PowerPoint
* Knowledgeable in Abacus & VRS Reservation System
* Good customer service, analytical and problem solving skills
* Planning and organizational skills
* Self-motivated and team player
* **WORKING EXPERIENCES**

 **Station Manager of Regent Airways**

 Singapore

 (Current)

* Handling pax queries and requirements at Airport
* Administering the operation at airport coordination(Check In Counter, Gate, Cargo, Apron, CIP,VIP,AOG)
* Ensuring all AOG spare parts lifted on time.
* Utilizing airline computer software and database
* Coordinating with different airline personnel when required
* Participating in staff professional development and training programs
* Rendering services that help streamline operations
* Assisting Airport Authorities pertaining to airline matters
* Ensuring Compliance of APD audit requirements for airlines
* To ensure all areas of operation is not compromise

 **Secretary**

 **Mayoory Spa**, Singapore

 2007 – 2009

* Public relations
* Administrative duties such as record filing, verification, attend to walk-in and phone enquiries, photocopying and printing various documents and dealing with incoming email and faxes.
* Managing all company related matters for MD
* Drafting Minutes
* Handling all spa operation related matters

 **Battalion Chief Administrative Supervisor 514 SIR**

 **Singapore Armed Forces**, Singapore

 2001 – 2005

 Reporting 30SIB Commander

* Administrative duties such as record filing classified matters pertaining to NS Men, Verification SOP, Preparing for Audit, Managing NS Matters(Awards, Salary, In-Camp Training, Promotion, Awol Charges, NS mobilization)
* Holding Secondary Appointment at Officer Mess as Secretary
* Preparing Minutes, Co-coordinating Events at Mess
* Handling Classified Matters

**Corporate Secretarial Associate**

**Trust Corporate Services**

2016

  Preparing AGM documents, Directors’ Resolution, Extracts, Minutes

* Executing Acra Filings
* Liaise on with Government Bodies
* Handling Client’s Enquiries, Banking Facilities Documents, Filing, Monitoring, Dealing with Emails

**ACHIEVEMENTS**

* Letter Of Commendation 2002 Singapore Armed Force
* Letter Of Commendation 2003 Singapore Armed Force
* Compliment from passenger for finding valuable items at Changi Airport
* Emcee of MINDEF PRIDE DAY 2004

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.