



DIYANA BINTI AHMAD TAJUDDIN

Manager, administration



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Kuala Lumpur 50000



[Bold Profile](#)

EDUCATION

Master of Science, SOFTWARE
ENGINEERING REAL TIME
**UNIVERSITI TEKNOLOGI
MALAYSIA**, Kuala Lumpur,
Malaysia
March 2006

COMPUTER SCIENCE -
SOFTWARE ENGINEERING
REAL-TIME

Learn knowledge in embedded
real-time systems and real-
time software development
particularly on how software
engineering approaches assist
real-time software
development.

Learn knowledge emphasize
the following topics; real-time
concepts, embedded real-time
development methodologies,
real-time operating systems,
embedded real-time hardware
fundamental and real-time
analysis.

Learn key software
engineering practices in real-
time software development
and have practical experience
in developing embedded real-

PROFESSIONAL SUMMARY

Dynamic administrative leader with a proven track record at Malaysian Resources Corporation Berhad, enhancing operational efficiency through process improvements and effective budget management. Skilled in office supervision and critical thinking, I successfully reduced costs while fostering a collaborative work environment, driving team productivity and achieving strategic objectives. Experienced with coordinating office activities and managing administrative functions. Utilizes strategic planning and resource allocation to drive operational success. Knowledge of team leadership and process improvement to enhance productivity and efficiency.

Knowledgeable Administrative Manager uses operational experience to inform strategic guidance. Coordinates ideal organizational outcomes by analyzing existing processes and developing tangible system improvements. Driven problem solver handles multiple tasks and projects simultaneously.

Professional administrative expert prepared for leading and optimizing office operations. Strong focus on team collaboration and achieving results, adaptable to changing needs. Skilled in project management, process improvement, and communication. Reliable and efficient with proactive approach to problem-solving and organizational excellence.

Organized Office Manager with noted experience in administrative management. Prioritize projects and multitask effectively to achieve project goals. Methodical and detail-oriented team player with expertise in team leadership. Offering these skills and strong work ethic.

Proactive and goal-oriented professional with excellent time management and problem-solving skills. Known for reliability and adaptability, with swift capacity to learn and apply new skills. Committed to leveraging these qualities to drive team success and contribute to organizational growth.

SKILLS

Documentation and control

Organization and multitasking

Office Management

Budget administration

Developing policies and procedures

Performance improvement

Project planning

WORK HISTORY

March 2025 - Current

MALAYSIAN RESOURCES CORPORATION BERHAD - MANAGER , ADMINISTRATION,
Kuala Lumpur, Malaysia

- Supervised staff and delegated tasks to maintain positive, productive administrative operations.

time software using appropriate software methods and tools.

Bachelor of Science, Computer Science

UNIVERSITI TEKNOLOGI

MALAYSIA, Johor Bahru,

Johor, Malaysia

August 2004

COMPUTER SCIENCE

Learn and study of computers and computational systems, encompassing both hardware and software. It includes various subfields such as algorithms, software development, machine learning, artificial intelligence, and cybersecurity.

Learn knowledge and focuses on understanding how software interacts with hardware, the design and testing of software, and the theoretical foundations of computing.

- Updated reports, managed accounts, and generated reports for company database.
- Ensured smooth daily operations with timely completion of all essential administrative tasks and responsibilities.
- Improved office efficiency by implementing streamlined administrative processes and procedures.
- Maintained accurate record-keeping systems to ensure easy access to critical information for decision-making purposes.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Managed sensitive information discreetly, ensuring proper storage and disposal practices were followed at all times to maintain confidentiality compliance standards.
- Met department budgets by monitoring and reporting on office expenses.
- Reduced operational costs through effective management of staff schedules, resources, and vendor relationships.
- Enhanced team productivity by providing ongoing professional development opportunities and regular performance feedback.
- Provided exceptional administrative support for executive-level staff, ensuring that their needs were met promptly and accurately in order to facilitate smooth daily operations.
- Established workflow processes, monitored daily productivity, and implemented modifications to improve overall performance of personnel.
- Assisted in the development of strategic plans to achieve company objectives while maintaining a focus on excellent customer service delivery.
- Reduced operational costs by overseeing transition to energy-efficient office equipment.
- Improved office space utilization by redesigning layout, creating more efficient and pleasant working environment.
- Fostered positive work environment, organizing team-building activities that improved interdepartmental communication.
- Organized and updated databases, records and other information resources.

January 2019 - February 2025

MALAYSIAN RESOURCES CORPORATION BERHAD - SENIOR EXECUTIVE, ADMINISTRATION, Kuala Lumpur, Malaysia

- Streamlined operations for increased efficiency by identifying bottlenecks in sales processes and implementing targeted solutions.
- Cultivated a culture of continuous improvement by promoting open communication channels for feedback from all levels within the organization.
- Boosted operational efficiency through implementation of lean principles, resulting in reduced waste and improved production timelines.
- Implemented comprehensive risk management strategies to protect the organization from unforeseen financial pitfalls.
- Improved operational workflows, resulting in noticeable cost reductions while maintaining high-quality standards.
- Maintained positive customer relations by addressing problems head-on and implementing successful corrective actions.
- Established team priorities, maintained schedules and monitored performance.
- Controlled resources and assets for department activities to comply with industry standards and government regulations.

December 2006 - December 2018

**MALAYSIAN RESOURCES CORPORATION BERHAD - EXECUTIVE,
ADMINISTRATION, Kuala Lumpur, Malaysia**

- Collaborated closely with executive leadership to align divisional goals with overall corporate strategy, ensuring seamless execution across all departments and functions.
- Elevated executive decision-making, providing comprehensive research and analysis on market trends.
- Streamlined reporting processes, allowing for more effective communication of key risk indicators to senior executives.
- Reduced errors in benefits administration by conducting thorough audits and identifying areas for improvement.

January 2006 - November 2006

**MALAYSIAN RESOURCES CORPORATION BERHAD - MARKETING ASSISTANT -
TEMPORARY, Kuala Lumpur, Malaysia**

- Input new data, updated old records and cross-checked information to keep marketing database up-to-date.
- Updated spreadsheets with statistical, financial and non-financial information.
- Gathered customer feedback through surveys and social media interactions, guiding improvements in product offerings and service.
- Analyzed data to uncover insights and identify key opportunities to inform strategic decisions.