

BATRISYIA BINTE MOHAMAD AKBAR

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8784 5204

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Profile

A responsible, reliable and hardworking individual with 9 years experience. Self-motivated person to meet datelines and ability to take initiative. Able to work under pressure and is capable of multitasking. Strong communication skills and willing to learn or experience anything that is new. I am independent, however, I can also work well in teams.

Date of Birth

22 May 1997

Marital Status

Married

Nationality

Singapore Citizen

Expected Salary

\$2,900

WORK EXPERIENCE

JANUARY 2014 – JULY 2015

FOOD & DRINKS SERVER, DK DELIGHTS

- Clear plates & cups
- Interact with guests
- Serve guests

JUNE 2015 – MAY 2016

SERVICE CREW/BARISTA, LAKSANIA

- Serve Customers
- Handle enquiries, Answer calls, Handle reservations
- Set up and closing of shop

MAY 2016 – JUNE 2016

SERVICE CREW/KITCHEN CREW, TEXAS CHICKEN

- Serve Customers
- Replenish stock
- Bake/Cook

OCTOBER 2017 – APRIL 2018

RETAIL ASSISTANT/SALES ASSISTANT, DAISO

- Serve Customers
- Display stock, Replenish stock, Tidy stock
- Cashiering
- Set up and closing of shop

AUGUST 2018 – NOVEMBER 2018

ADMINISTRATIVE ASSISTANT, GATES RUBBER COMPANY (S) PTE LTD

- Assist in general administrative duties
- Filing, photocopying, scanning documents for audit purposes
- Check documents and invoices
- Data Entry
- Other ad hoc duties assigned by supervisor

DECEMBER 2018 – JUNE 2019

ADMINISTRATIVE ASSISTANT, CANON SINGAPORE PTE. LTD.

- Assist in general administrative duties
- Filing, photocopying, scanning documents
- Check documents and invoices
- Data Entry
- Raise collection of printer orders
- Sort invoices to mail out to customers
- Reply emails
- Update printer details, customer details and system
- Other ad hoc duties assigned by supervisor

JUNE 2019 – SEPTEMBER 2019

MAIL/PARCEL AMBASSADOR, SINGAPORE POST

- Assist in customer enquiries
- Collect parcels, documents, fulfillment items correctly and promptly from customers
- Deliver parcels, documents, fulfillment items, any packaging materials correctly and promptly to addressees
- Check letters and parcels details and ensure that all items are correct and in good condition
- Inspect, sort and process letters, documents, fulfillment items, etc.
- Sort letters and parcels to mail out to customers
- Ensure that all items collected/delivered/card-sent items are scanned correctly and promptly
- Ensure that all receipted items are signed by the addressees upon delivery
- Other duties assigned by IP, Postal Officer, Assistant Manager, Manager

OCTOBER 2019 – AUGUST 2022

INFANT CARE TEACHER, MY FIRST SKOOL

- Conduct lessons according to curriculum and age-appropriate programs
- Carry out progress observing and monitoring of infants
- Perform routine care duties for infants
- Classroom management and maintaining a pleasant learning environment
- Setting up learning corners
- Organise and participate in Centre events
- Ensure the safety and hygiene of children
- Maintain good communication and rapport with parents
- Create a secure environment for children through enhancing trusting and respectful relationships with them
- Provide a positive learning environment and ensure the well-being and safety of the children
- Planning, creating, and maintaining learning corners and materials for infants
- Prepare lesson plans
- Complete and submit Evaluations
- Complete and submit Observations
- Create developmental portfolios for each child
- Work rotating day shifts and on one Saturday every 4 weeks

AUGUST 2022 – MARCH 2023

INFANT CARE TEACHER, SUPERLAND PRE-SCHOOL

- Design quality learning environments
- Advocate a safe and healthy environment within the centre
- Develop and lead strategies to establish partnerships and collaborations with families and community stakeholders
- Taking care of infants from 2 months to 18 months
- Provide routine care to infants including feeding, diapering, and napping
- Plan and Deliver age-appropriate activities to achieve infants' developmental milestones
- Communicate to parents on infant's health and well-being

EDUCATION

DECEMBER 2009

PSLE, FUHUA PRIMARY SCHOOL

DECEMBER 2013

GCE N LEVEL, COMMONWEALTH SECONDARY SCHOOL

FEBRUARY 2016

NITEC IN BUSINESS SERVICES, ITE COLLEGE CENTRAL

MAY 2018

HIGHER NITEC IN EVENTS MANAGEMENT, ITE COLLEGE CENTRAL

NOVEMBER 2020

ADVANCED CERTIFICATE IN EARLY YEARS (ACEY), NATIONAL INSTITUTE OF EARLY CHILDHOOD DEVELOPMENT (NIEC)

LANGUAGE I SPEAK AND WRITE

ENGLISH AND MALAY

SKILLS

- Microsoft Word
- Microsoft Excel Sheet
- Microsoft PowerPoint
- Able to multi task
- Work in fast pace environment
- Communication / Dependable
- Willing to learn new things
- Prioritizing of duties when it comes to last minute assignment / dozens of paper work

REFERRAL WILL BE GIVEN UPON REQUEST

Please feel free to contact me at **8784 5204**
Or email me at **batrisyiakbar@gmail.com**
if you have any enquiries.

And I hope to hear from you soon.
Thank you.