|  |
| --- |
| batrisyia binte mohamad akbarPandan Gardens, Blk 408, #05-59, Singapore 600408 8784 5204Email: batrisyiakbar@gmail.com |
| ProfileA 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 Birth22 May 1997Marital StatusMarriedNationalitySingapore CitizenExpected Salary$2,900  |

# WORK EXPERIENCE

|  |
| --- |
| january 2014 – july 2015Food & drinks server, dk delights* Clear plates & cups
* Interact with guests
* Serve guests
 |
| June 2015 – may 2016service 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 2009PSLE, FUHUA PRIMARY SCHOOL |
| DECEMBER 2013GCE N LEVEL, COMMONWEALTH SECONDARY SCHOOLFEBRUARY 2016NITEC 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.