22 April 2015

**TO WHOM IT MAY CONCERN**

السلام عليكم ورحمة الله وبركاته

Dear Sirs,

**APPLICATION FOR THE POSITION OF MANAGING CONSULTANT / BOARD OF ADVISORY OR ANY SUITABLE OPENINGS**

First and foremost, I would like to express my most sincere and humble well wishes to ***His Majesty Sultan Qaboos bin Said Al Said*** and I pray that His Majesty may prosper in every way and be in good health, physically and spiritually.

In reference to the above, I would like to take this opportunity to apply for the above position or any suitable placements in your Organisation.

My duties in my home country as an independent Consultant / Advisor in Management Planning & Strategy, Human Resources and Psychology – Malaysia, include, but are not limited to, determining and clarifying strategic and operational problems via consultation, identifying problems and seeking solutions, reviewing current strategy, undertaking research into the industry sector, markets and competitors identifying and assessing the pros and cons of possible strategies, advising on the development of policy strategies, liaising with community services, conducting and performing extensive research and feasibility study for Companies or Organisations, considering the development of the whole Management methods, evaluating constant positive progress and improvement measures.

Part of my study involves having to recommend possible actions, refinement and adaptation for the entire organisation, staffing and human resources and development on key issues.

I am fully qualified with a Doctor of Philosophy (Ph.D) in Applied Psychology. I possess excellent report writing and research skills, with a solid understanding of affected issues, a strategic mind, excellent interpersonal & negotiation skills and driven by a dual sense of social justice and the need to facilitate change through long-term policy vision.

Should you find the need to discuss further, please do not hesitate to contact me at the earliest.

Thank you.

Yours faithfully,

**Dr. Junita binti Mustapha**

**Mobile : +968 9469 2352**

**Email : junitamustapha@yahoo.com**

***OBJECTIVE***

**A career, which provides intellectual and professional challenges and a high degree of job satisfaction, with long term career potential for advancement and growth**

***PERSONAL BIODATA***

**NRIC :** 720108-01-6094

**Date of Birth :** January 8, 1972

**Dependent :** 1

**Religion / Race :** Muslim / Malay

**Nationality :** Malaysian

**Language Proficiency :** excellent verbal and writtenEnglish & Bahasa Malaysia

***EMPLOYMENT***

**1995**

**FARID ASSOCIATES GROUP**

**Legal Assistant cum Junior Secretary**

* Standardized administrative duties
* Minimum Paralegal and admin duties

**1996 - 1999**

**CAM CONTRACT WORKS AND DEVELOPMENT (M) SDN BHD**

**Office Manager / Consultant**

* Liaised with external and governmental bodies in relation to drafting assignments
* Undertook particular management functions
* Making research and data collection of the Company
* Conducting analysis
* Identified issues and forming hypotheses and solutions
* Implement recommendations / solutions and ensuring the Company received necessary assistance
* Composed and managed correspondence / memos / faxes to relevant authorities and departments and ensured that all correspondence were processed in a timely manner.
* Ensured that the standard office practices and routines of the office were functioning efficiently on an ongoing basis
* Monitored and coordinated oral and written communication between the Director’s office and members of the Governing body.
* Administered and maintained Administration Department and all related administration work
* Administered Cash Flow of the Office, depositing of cheques, coordinated and prepared monthly salaries, liaising with the EPF and Income Tax Department, processed invoices to ensure accurate and up-to-date accounts receivable, processed accounts payable invoices to meet payment schedule, established basic accounting treatment of the Company
* Provided assistance to all departments in meeting special needs such as arranging extra or substitute personnel, responsible for necessities of the Director’s Office to ensure the smooth flow of work and office conduct.
* Made decisions requiring a wide knowledge of organization, policies, and practices; often functioning as a liaison for the company, resolving some items of a non-technical nature while reporting questionable areas to the Director. The activities were performed in accordance with professional office practices and within the guidelines of the Company business policies and ordinances.
* Other standardized paralegal, administrative and consultancy functions

**2000 – 2001**

**ERL MAINTENANCE SUPPORT SDN BHD**

**Special Advisor to the Technical Director**

* Provided trainings and advice as appropriate
* Provide administrative, secretarial and business support to an expatriate Director
* Working with appropriate Training staff members to set-up procedures, supporting on-going training
* Oversees all functions related to the front desk and training support.
* Contributed to the ongoing improvement of office practices and procedures
* Composed and managed correspondence / memos / faxes to relevant authorities and departments and ensured that all correspondences were processed in a timely manner.
* Attending Board Meetings
* Liaising with external departments (eg. Siemens) on updated issues and meetings
* Administrative support to the operating groups within the office.
* Employee orientation, review of office rules and dissemination of important contact information.

**2002 - 2003**

**COSHARE HOLDINGS BERHAD**

**Advisor / Executive Assistant to the Chairman**

* Provided objective advice and expertise concerning the strategy, structure, management and operations of the Organisation
* Identified options for the Organisation and suggested recommendations for change, as well as advising on additional resources to implement solutions
* Carried out research and data collection and conducting analysis
* Identifying issues and recommending hypotheses and solutions
* Identifying and assessing the pro and cons of possible strategies
* Maintained calendars, scheduled appointments, received visitors, screened calls and mail, arranged travel, answered routine inquiries for the Chairman's Office.
* Composed and managed correspondence / memos / faxes to relevant authorities and departments and ensured that all correspondences were processed in a timely manner.
* Ensured that the standard office practices and routines of the Chairman's office were functioning efficiently on an ongoing basis.
* Monitored and coordinated oral and written communication between the Chairman's office and members of the Governing body.
* Ensured proper filing and record-keeping by accurately entering information in a timely manner consistent with office guidelines.

**2005 –2007**

**NEUFORMATION ARCHITECT & NEOFORMS SDN. BHD. (Subsidiary Company)**

**Manager in Administration / Human Resource**

**Executive Assistant to the President**

* Responsible for co-ordinating and implementing recruitment and Performance appraisal
* Personnel information system management and training
* Handle Industrial relations matters
* Assisting in formulating and implementing compensation issues
* Fully incharge of payroll administration and employee welfare and Benefits
* Constantly review HR Policies and Procedures
* Assist in other spectrum of HR functions. Provided Human Resource and Administration support
* Coordinated and prepared monthly salaries and statutory deductions, processed accounts payable invoices to meet payment schedule and basic accounting support
* Other standardized human resource and managerial functions

**2009 - 2014**

**VARIOUS COMPANIES**

**Independent Consultant**

**Advisory Board**

**Trainer**

* Formulate customer value proposition & identify ideal customer profiles
* Liaise on a frequent basis with various levels of government and industry counterparts the general public, educational institutions and external consultants for the exchange of information and/or provision of specialist advice/knowledge
* Develop strategic partnerships with the Executive Team, HR specialists, and other internal clients to identify and intervene on change management initiatives that foster organization learning and address corporate strategic goals and needs
* Proactively address and respond to issues by bringing key stakeholders together to assess root causes and performance gaps, implementing and/or supporting implementation of appropriate interventions, including strategic planning, tactical and project planning, facilitation, instruction, program design, materials development and performance analysis
* Give advice and develop interventions about impacts resulting from whole organization
* Provide project management for organization-wide projects/initiatives as required, facilitating team efforts and helping to define project goals, timelines, resource requirements and planning to cope with conflict or stressor points in the plans
* Consult with organization administration regarding strategic planning sessions for groups to clarify, communicate and act upon the vision, mission and values
* Help structure designs and implement organization change, make recommendations
* Assess risks associated with various change initiatives/projects and suggest and implement actions to manage any negative impacts
* Contribute to assuring healthy inter and intra Program/ Department/ Unit relationships, and help groups initiate and manage change
* Focus on improving group and departmental functioning. Facilitate group and departmental planning and interaction to improve group/ department productivity, decision making and performance
* Full authority to develop organization-wide policies and practices for the review and approval of the Human Resources, full authority to establish practices and procedures necessary for its effective and efficient operation
* Full authority to exercise and execute consulting contracts and the direction of such consultants
* Authorized to take any reasonable action necessary to carry out the delegated responsibilities so long as such action does not deviate from established policies and practices or the limitations

***KNOWLEDGE, SKILLS AND ABILITY***

* Ability to provide support, research, data collection, analysis, proposals, hypotheses and recommending solutions
* Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
* Communicates thoughts, ideas, information, and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
* Ability to understand and follow complex oral and written instructions and establish and maintain good working relationships with in-house officials, other employees and the general public.
* Considerable tact and poise.
* Considerable secretarial skills including written and oral communication, cohesive interpersonal skills, knowledge of the overall office organization and inter-governmental partners.

***PERSONAL STRENGTH***

* Exerts a high level of effort and persevere toward goal attainment
* Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
* Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
* Chooses ethical courses of action
* Ability to work under pressure
* Adaptability and flexibility
* Attention to detail
* Initiative
* Commitment to achievement and excellence
* Ability to organize time and work so as to manage priorities effectively and meet deadlines
* Ability to make effective and efficient use of the Office's resources
* Ability to deal sensibly and sensitively with people and issues
* Ability to co-operate with people and work as part of a team and independently
* Ability to build positive work relationships (both internal and external)
* Ability to identify and respond to client needs
* Ability to mediate

***EDUCATIONAL BACKGROUND***

* 1985 - Tunku Kurshiah College, Seremban
* 1987 - Convent Secondary School, Batu Pahat
* 1989 - Bukit Bintang Girls’ School, Kuala Lumpur
* 1993 - Diploma in Law
* 2005 - Masters in Human Resource Management
* 2009 - Doctors of Philosophy (Ph.D) in Applied Psychology

***AVAILABILITY***

* Immediate