

NIK FARENA CAMYLIA BINTI NIK OTHMAN AFIFEE



PERSONAL INFORMATION

Identification Card

890323146176

Date of birth


23 March 1989


Marital Status

Single

CONTACT

No.8

 Changkat Keramat Hujung,
Dato Keramat,
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 yipo.sweet1989@gmail.com

HOBBIES

Traveler, Adventure,
Volunteer, Sportswomen,
Polyglot

SKILLS

- MS Office Word
- MS Office Power Point
- MS Office Excel
- Certification Teacher
- D&I (Disability)

PERSONAL PROJECT

- We sign for human rights
- Sign Language awareness
- Career development facilitator

CAREER OBJECTIVES

- I am a hearing impaired person.
- A responsible, independent and able to work faster and accurate.
- Ready to try new work challenges as I am keen to learn more and believe I can learnt fast.
- Planning and organizing skill more efficient as I understood more the work and requirements.
- Interaction and communication among colleagues and manager is good but on necessary basis because I tend to focus more in my work. This area can be improved.

WORK EXPERIENCE

Global Operation Officer Standard Chartered Malaysia December 2014 – present

Data Analysis

1. Security Documentation Unit

- Scan and upload documents according to company procedure.
- Collect and register all technical documents.
- Review and update documents for maintenance and quality control.
- Keep other personnel updated in new document versions and how to obtain access.
- Create templates for use by other personnel.
- Maintain confidentiality regarding sensitive documents.
- Establish and maintain record retention timelines.

2. Sigcap

- For new to bank customer
 - Create a task by clicking the new task button displayed in then screen header.
 - Input the account number and currency code.
- Adding general information
 - Input the account opening date, account type, account status and account name as per ebbs.
- Adding signatories and images
 - System required at least one signatory is added to the account in order to capture it.
 - To add a signatory to the account.
 - Enter the required signatory details and images in the new signatory screen.
 - After entering the relevant signatory information, click the images tab to add the required signatory images.
 - Select the portion of the image to use by cropping it and the save signatory.
 - For notes and document tab only for joint account to update the opening instruction as per EBBS.
 - This will display the Submit Task screen where maker is able to enter comments to the checker who will verify this task.

3. Return Mail Singapore

- To print and fold letters in envelope.
- Pass to checker for checking SG letters with list name PDF.
- Sending mail out.
- Assisted SG team to perform tagging process for SG EOPS.
- The process involves clearing daily.

4. Return Mail Malaysia

- To download report daily as per bounce e-statement report and proceed as per BAU
- To prepare letters to send customer. The scope of works are:
- To input address name and address as per bounce e-statement report.
- To print and fold letters in envelope and mail out.

Teacher**September 2012 – November 2014**

Teacher in Sek Ren Keb Pertuturan KIU, Kg Pandan, Kuala Lumpur.

Practice Teacher**June 2012 – August 2012**

Practicing in Sek Ren Keb Pendidikan Khas Selangor, Seksyen 18, Shah Alam, Selangor.

EDUCATIONS BACKGROUND**Kolej Pendidikan Perdana(KOPEDA)****Diploma In Early Childhood Education****June 2010 – August 2012**

GPA : 3.14

SMK Desa Perdana, Kuala Lumpur**January 2004 – December 2008**

SPM (2008) : 1A 1B 4C 2D 1E

ACHIEVEMENTS AND AWARDS

- GEM Award Excellent Support For Deaf Community Awareness Within The Bank (2021)
- Good Job In Embracing The Spirit Of Continuous Improvement (2021)
- Long Service Standard Chartered Global Business Services Awards (2019)
- Best Performer Q1 Retail Banking Ops Standard Chartered Bank Awards (2017)
- Best Women's Badminton Participant of the MSFD Sports Program (2007)
- Federal Territory Petanque Women's Singles Champion Awards (2007)
- Co-Curriculum Outstanding Student Figures Awards (2004 - 2007)
- 1st Dan Black Belt Awards (World Taekwondo Federation) (2004)

ACTIVITIES

- Kem Kepimpinan Orang Pekak Malaysia di Port Dickson (2013)
- Karnival Pertandingan Permainan Tradisional MFD di Kuala Lumpur (2012)
- Program Kem Kepimpinan Insan di Hulu Langat (2011)
- Bengkel Persiapan Kerjaya Di Kalangan Mahasiswa OKU di IPTA (2011)
- Keusahawanan Multimedia Kreatif di Shah Alam (2010)
- Program Bina Insan Guru di Lata Jarum (2010)