

FARRAH ARIS

*B Sc. Hons in Computing and Information Systems
London Metropolitan University, United Kingdom, Year 1999*



Contact Details

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Skills:

- Experience in managing staff, project management and preparation of financial forecasts for CEO's office
- Strong technical minutes writing skills including reports to Ministries and Government Agencies
- Strong event management skills from conceptualization to implementation stage
- Excellent networking and marketing skills
- Excellent negotiation skills
- Good in Microsoft Office applications

Professional Experience:

Company Name: International Islamic Liquidity Management Corporation, May 2014 – May 2017

Position: Executive Personal Assistant to Professor Datuk Rifaat Ahmed Abdel Karim, *A Global leader in the Islamic Finance Industry*

Position Level: Manager

Specialization: Islamic Finance

Industry: Financial Services

Work description:

- **Secretarial & Administration** duties which include:
 - Management of incoming and outgoing mail, emails, telephone calls and correspondence, including where appropriate re-routing to staff members
 - Manage CEO's schedule and update calendar accordingly
 - Co-ordinate internal & external meetings involving CEO as and when required
 - Preparation and typing of official documentation from CEO's office
 - Maintenance of accurate, comprehensive and accessible manual and electronic filing systems.
 - Facilitate provision of and collate information required by CEO
 - Developing and maintaining professional communications with CEO's business contact in Malaysia and overseas.
- Organise and co-ordinate CEO's traveling which include:
 - Confirm all corporate travel arrangements
 - Flight and hotel bookings
 - Apply visa as and when required
 - Prepare detailed itinerary outlining all important meetings that will take place during CEO's travel
- **Corporate Communication and Public Relation** activities for the CEO which include:
 - Communicating with external events organizer for speaking engagements for the CEO
 - Assisting in both internal / external publications which involves featuring the CEO
- **Budget and Forecasting exercise for CEO's office:**
 - Draft yearly budget and expected expenses for CEO's office

Company Name: Iskandar Regional Development Authority, January 2009 – December 2010

Position: Assistant Vice President

Position Level: Manager

Specialization: Region management

Industry: Statutory bodies

Work description:

- Processing financial and non-financial incentives for local and international investors in Iskandar Malaysia for approval to the Iskandar Incentives Committee (IIC)
- Recommending incentives which have been agreed upon to the relevant ministries i.e. ministry of finance, ministry of international trade and foreign investment committee
- Secretariat for the IIC
- Project manager for the Islamic financial services sector industry development

Company Name: Islamic Financial Services Board, October 2006 – January 2009

Position Title: In Charge of Events

Position Level: Senior Executive

Specialization: Event management for Islamic finance industry

Industry: Financial Services

Work Description:

- Event Management with the following key deliverables:
- Programme & Content management focusing on Islamic finance
- Delegates & Speakers management
- Sponsorship and Marketing management
- Logistical arrangements for delegates & speakers
- Post event management

Executive personal assistant to the Secretary-General during his official business trips:

- Accompanying and arranging the Secretary-General meetings during his official business trips.
- Attending high-level meetings and minutes taking for actions to be followed thereafter i.e. The World Bank and International Monetary Fund Meetings in Washington, October 2007 & 2008.
- Report preparation for list of actions to be taken after the trips and disseminate to the appropriate officers.

List of international events managed: -

- i. Seminar on Islamic Finance in Tokyo, Japan (January 2007). Co-organized with Japan Bank for International Cooperation.
- ii. Seminar on Real Estate in Amman, Jordan (February 2007). Hosted by the Central Bank of Jordan.
- iii. 4th Islamic Financial Services Board Summit in Dubai, United Arab Emirates (May 2007). Co-organized and hosted by the Central Bank of the United Arab Emirates.
- iv. 2nd Islamic Financial Services Forum in Frankfurt, Germany (December 2007). Co-organized and hosted by Deutsche Bundesbank.
- v. Seminar on Islamic Finance in Hong Kong (January 2008). Co-organised and hosted by the Hong Kong Monetary Authority.
- vi. 5th Islamic Financial Services Board Summit in Amman, Jordan (May 2008). Co-organized and hosted by the Central Bank of Jordan.

Size of events managed and organized: 80-500 delegates.

Company Name: Multimedia Development Corporation, July 2000 – August 2008

Position Title: Client Relationship Manager

Position Level: Senior Executive

Specialization: Customer Service

Industry: ICT / Digital Malaysia

Duration: 2000 - 2006

Work Description:

- Manage a portfolio of World-Class and Foreign-Owned Multimedia Super Corridor (MSC)
- Malaysia Status companies proactively with excellent customer service.
- Develop relationships and gain the confidence of senior level executives by initiating at least 3-4 visits within a year for each company with formalized reporting.
- Provide assistance and manage client issues thus be a single point on contact within MDeC. Client issues managed include; Tax Incentives renewal under the MSC Malaysia scheme, Foreign Workers applications, Cybercities issues, Infrastructure issues, Telecommunications issues and other MSC related issues.
- Promote client participation on MSC Malaysia monthly dialogue sessions; MSC Malaysia community and social programs, Technopreneur Development programs and MDeC Access programs.
- Provide funding access to MSC Malaysia companies through the Multimedia Grant Scheme and MSC Malaysia Venture programs.
- Corporate event planning and management; Cyberjaya Hare and Tortoise Race 2003, MSC Malaysia Golf Tournament 2002/2003, MDeC-PIKOM Year End Networking Event 2003 and MSC Malaysia Bowling Tournament 2003.
- Involve in the publication of e-corridor for MSC Malaysia cybercities.

Position: Executive, Client Services Department

i. Secretariat for MSC Malaysia Status Approval and Customized Incentives Committee.

Responsibilities include:

- Technical ICT minutes taking and preparation
- Engaging with leading Ministries in Malaysia that are involved in the process of awarding MSC Malaysia Status and Customized Incentives i.e. Ministry of Finance, Ministry of International Trade and Industry, Malaysian Industrial Development Authority, Ministry of Science, Technology and Innovation and Malaysian Communications and Multimedia Commission.
- Pre-and Post-meeting documentation which include drafting reports for Ministries and drafting approval letter and conditions of grant for MSC Malaysia Status companies.

ii. Helpdesk Administrator. Responsibilities include:

- Manage and establish helpdesk function for Client Services Department, MDeC.
- Responsible in ensuring smooth daily operation of Helpdesk for Client Services Department, MDeC.
- Work as a part of team providing client support with regard to MSC Malaysia Status application and general inquiries.
- Assist prospect clients (local & international companies) with regard to MSC Malaysia Status Applications.
- Leads managements.
- Helpdesk report generation for department meeting.
- Actively involved in the implementation of Customer Relationship Management software for helpdesk module.

iii. **Event Manager for MSC Malaysia Dialogue Session and MSC Malaysia Orientation Session. Responsibilities include:**

- Content management
- Speakers management
- Logistical arrangements

Secondary Deliverables

Project Manager for Airport Reception Team for yearly International Advisory Panel Meeting.

Key Achievements:

Promoted to Senior Executive level in 2004

Company Name: Star Solutions (M) Sdn Bhd, October 1999 – July 2000

Position Title: Database Executive/Programmer

Position Level: Junior Executive

Specialization: Database Management

Industry: Information Technology

Work Description:

- Developed in-house software applications using Access 2000 programming.
- Developed software for Ritz-Carlton (Malaysia), F&B Department for its Customer Satisfaction Response using Access 2000.
- On-site client support. List of clients serviced were Pan Pacific Hotels and Resorts (Malaysia), Ritz-Carlton (Malaysia), Procter and Gamble (Thailand and Philippines) and Tequila(Singapore).
- Conduct extensive user acceptance test for ORACLE applications.
- Conduct thorough analysis of input data from client's site, prepare data specifications and generate system reports.
- Conduct data loading, data migration from Access application to ORACLE.
- Troubleshoot software/hardware problems within company.

References:

1. Professor Datuk Rifaat Ahmed Abdel Karim

Retired CEO of the International Islamic Liquidity Management Corporation (as of December 2016)

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2. Ms. Noor Erni Surya Noordin

Executive Director of Finance and Administration

International Islamic Liquidity Management Corporation

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