

# HAJI MOHAMMAD ASNAWI HAJI YAKIB

EXECUTIVE OFFICER



NO: 11 SIMPANG: 1011-6

KG.PENGKALAN BATU Bandar Seri

Begawan, BM, BH1123



673 898 9424



nawi242@hotmail.com

Driven and resourceful administrative professional with 11+ years of experience supporting work of high-achieving various job descriptions and responsibilities. Track record helping with both professional and personal needs. Well-organized and precise with excellent multitasking skills and sound judgment. Driven Executive Assistant adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency and achieve organizational objectives. Over a period of years of experience support leaders in management and executive roles. Detail-oriented and driven Executive Assistant with expertise in problem solving and managing daily office functions.



## Skills

- Leadership skills
- Communication skills
- Decision Making
- Public speaking
- Training coordination
- Policy implementation
- Strong verbal communication
- Staff management
- Financial management
- Behavior modification
- Process evaluations



## Work History

- **Executive Officer Cum Assistant Registrar**

2015-12 - Current

UNIVERSITI ISLAM SULTAN SHARIF ALI, Bandar Seri Begawan, Brunei-Muara  
Currently appointed as the Assistant Registrar for the Center for Promotion of Knowledge and Language (CPKL) in UNISSA whereby my responsibilities are as follow;

- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team efficiency
- Worked with academic staffs to coordinate and complete special projects for CPKL
- Orchestrated successful conferences, including associated travel for all speakers and attendees, facilities and support services
- Managed administrative functions, including complex calendar management with focus on proper allocation of executive availability
- Worked with senior management to initiate new projects and assist in various processes
- Allocated executive tasks and managed complex calendars and administrative functions
- Contributed to smooth business operations by planning and organizing meetings and conferences, including conference calls
- Greeted arriving visitors, determined nature and purpose of visit and directed individuals to appropriate destinations
- Created appropriate documentation for members of board and senior leadership before meetings

2013-09 - 2015-12

### **Executive Officer Cum Head of Asset**

*Civil Service Institute, Prime Minister's Office, Bandar Seri Begawan, Brunei-Muara*

Appointed as Head of Asset for the Civil Service Institute (CSI) whereby my responsibilities were as follow;

- Managed project deliverable for organization;
- Prepared reports by collecting, analyzing and summarizing information;
- Participated with preparation of design documents for track-work, including alignments, specifications, criteria details and estimates;
- Worked with staff to resolve infrastructure problems, improve operations and provide exceptional customer service;
- Researched relevant resources to assist members as needed, identified member representation needs, and troubleshoot next steps to provide optimal support for member;
- Participated in weekly team meetings to develop better plans and revise proper protocols to meet objectives;
- Managed and monitored external vendor relationships by conducting ad HOC audits;
- Employed effective time management when dealing with coordination and accountability around personnel and security assets;
- Assisted with engineering calculations, design drawings, preliminary cost estimates and field visits to observe construction progress;
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately;

2012-05 - 2013-10

- Developed and edited template contracts with any changes in our company's service lines or new developments;
- Ensured compliance with policies and quality standards to maintain consistency in quality of services;
- Maintained and repaired facilities, equipment and tools to ensure operational readiness, safety and cleanliness

### Executive Officer

*Civil Service Department, Prime Minister's Office,, Bandar Seri Begawan, Brunei-Muara*

- Worked with senior management and was assigned to an attendance task force for the department as a secretariat;
- Transferred to several units including the Administration and Development Unit and Corporate Unit which involved mostly on public relations

2008-01 - 2012-09

### Diplomatic Officer

*Ministry Of Foreign Affairs And Trade, Bandar Seri Begawan, Brunei-Muara*  
*Brunei Research Department*

Assigned to be a foreign analyst and also being given the opportunity to be a Liaison Officer to delegates both in Brunei Darussalam and abroad.

2004-03 - 2007-07



### Education

#### Bachelor of Commerce: Marketing

*Griffith University - Queensland, Australia*

2003-03 - 2004-03

#### Diploma of Commerce

*Queensland Institute of Business & Technology - Queensland, Australia*

2019-09 - Current

#### CIPD Intermediate Diploma in HR Management: Human Resource

*Chartered Institute of Personnel And Development - London, United Kingdom*



### Languages

- English
- Malay
- Bahasa Indonesia
- Arabic



### Interests

- Football
- Working out



### Football

- Represented UNISSA's Futsal Team to the Borneo Games in Kota Kinabalu, Sabah in 2016