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**NORIMIZAIHAN BINTI SAHEDAN**

**‘Tend To Initiate Continuous Improvement’**

Contact Info

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| --- | --- |
| Address | : 3046, Tmn Desa Kenangan,  06300 Kuala Nerang  Kedah. |
| Phone No | : 014-2322806 |
| Email | : [*norimizaihan@yahoo.com*](mailto:norimizaihan@yahoo.com) |

Personal Particulars

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| --- | --- |
| Age | : 28 |
| Date of Birth | : 2/10/1988 |
| Nationality | : Malaysia |
| Gender | : Female |
| Marital Status | : Married |
| IC No. | : 881002-35-5060 |
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Educational Background

**Bachelor**

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| --- | --- |
| Field of Study | : BBA (H) Finance |
| University | : UniversitiTeknologi Mara (Arau Campus) |
| Graduation Date | : July 2011 |
| CGPA | : 2.95/4.00 |

**Diploma**

Field of Study : Investment Analysis

College : UniversitiTeknologi Mara (Arau Campus)

Finish Date : October 2009

CGPA : 3.07/4.00

Top Skills

(**Proficiency**: **Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)

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| **Skill** |  | **Proficiency** |

Microsoft Office Advance

Microsoft Office Outlook Intermediate

LIMDEP/SPSS Programmed Intermediate

Languages

(**Proficiency**: 0=**Poor -** 10=**Excellent**)

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| --- | --- | --- |
| **Language** | **Spoken** | **Written** |
| BahasaMalaysia | 10 | 10 |
| English | 8 | 8 |
|  |  |  |

Working Experience

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| --- | --- | --- | --- |
| Company: Telekom Malaysia Berhad (Petaling Jaya, Selangor)  Department: TM SME (Small-Medium Entreprise )  Duration: 1 Year  Position: District Executive  **Working Description:**  Responsible:   |  | | --- | | 1. To Plan, execute and participate in sales and marketing events (Co-operate with Marketing & Channel Exec) 2. To ensure that Marketing & Channel Execs focus their assigned partners on exchanges assigned ,provide local intelligence on prospecting sales and sales leads 3. To provide list of prospecting sales and sales leads to Marketing & Channel Execs for invitation to events/activities 4. Handle customers applications/sales enquires directed from other channels 5. Input and update data into SFA of all sales not closed by partners 6. Check applications are accurately completed with all necessary documents for NI, AB, ER before forwarding to Customer Service Management (from other channels mode) |   Experience Gained:   1. Knowledge of telecommunication industry. 2. Collaboration with staff to achieve target and maintain good performance. 3. Able to work independently with minimum supervision. 4. Excellent organizational and motivational skills. |  |  |
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Additional Info

**Career Objective**

To excel in the field of Business Administration as well as finance.

**Strengths**

* Results driven & aggressive with high personal and career goals.
* Fast learner, highly creative, innovative, flexible and able to accommodate in most working environment.
* Good interpersonal skills with people from all levels of corporate management.
* Able to work independently with minimum supervision.
* Possess lots of initiative and self-motivation in work.

References

**En Noorsham Bin Shuhaimi**

Relationship : Supervisor / Manager

Company : Telekom MalaysiaBerhad

Email : [*noorsham.shuhaimi@tm.com.my*](mailto:noorsham.shuhaimi@tm.com.my)

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**En Anuar Bin Abdul Manaf**

Relationship : Supervisor / Manager

Company : Telekom MalaysiaBerhad

Email : [*anuaram@tm.com.my*](mailto:anuaram@tm.com.my)

Contact Number : 013-3332266