

NOR FARAHANA BT KAMIS

CONTACT PROFILE

[REDACTED PHONE NO] 30 year old motivated, versatile and proactive professional with over 7

years of experience and a track record of proven results and success in sourcing, purchasing, vendor relations, and contract negotiations.

[REDACTED EMAIL] Seeking a position in which I can utilise my skills, abilities and experience

to contribute to the company's success. Acknowledged for taking

[REDACTED ADDRESS].

Sungai Sering Bukit Antarabangsa

68000 Ampang

EXPERIENCE

SKILLS

EXECUTIVE & COORDINATOR (PATI)

Inventory Management Profound Radiance Sdn Bhd, [REDACTED ADDRESS]

Supply Chain Management

2017 - 2018

Supplier Relationship Management

Led impactful awareness campaigns for the Program Pendatang Asing Tanpa Izin,

Contract Negotiation

driving a notable increase in voluntary surrender and repatriation rates among

Strategic Sourcing undocumented immigrants.

Financial Acumen Collaborated with government agencies, NGOs to ensure program success and

compliance with legal standards.

Time Management

Orchestrated travel arrangements and paperworks for the participants.

Proficient in MS Office i.e Excel, Word,

Evaluated program efficacy, leading to

PP, Buku & Autocount Software

Bilingual i.e Malay and English EXECUTIVE & COORDINATOR (PLATE NUMBER)

Crystal Site Sdn Bhd, [REDACTED ADDRESS]

EDUCATION

2018 - 2020

Bsc PROPERTY MANAGEMENT Managed vehicle plate numbers and organised a comprehensive database of

(With Distinction) registered vehicles.

Responsible for managing the sale of vehicle registration plate numbers including

Universiti Teknologi [REDACTED ADDRESS]

facilitating transactions between buyers and sellers of personalised or specialised

2018 - 2022 (Part-time) license plate numbers.

Delivered exceptional customer service, detailed reports and financial statements.

DIPLOMA IN PROPERTY

MANAGEMENT EXECUTIVE & COORDINATOR (SUPPLY CHAIN)

Unifield International College,

International Sports Nutri-one (ISN-One)

Universiti Teknologi [REDACTED ADDRESS]

2013 - 2016 2021 - 2024

Managed end-to-end logistics operations, ensuring timely and cost effective

REFERENCE

solutions.

Identified and onboarded reputable suppliers, enhancing procurement processes.

MOHD KASTURI Worked on forecasting demand, managing inventory, and coordinating

logistics

Senior Finance Manager to ensure timely and cost-effective delivery of goods.

[REDACTED PHONE NO] Maintained accurate documentations for shipments and tenders, ensuring compliance .