

SITI ARISSA ROMLY

Sales & Marketing Executive(<1 yr)

BON INGREGO SDN BHD

\$MYR 3,000 | Professional Certificate | KAJANG, Selangor

Experience

14 years of total experience

Jan 2020-Present
7 months

Sales & Marketing Executive
BON INGREGO SDN BHD|Kuala Lumpur,Malaysia

Industry	Food & Beverage/Catering/Restaurant
Specialization	Sales - Retail/General
Role	Sales Executive
Position Level	Junior Executive
Monthly Salary	MYR 2,800

- 1) Develop good relationship, maintaining and promoting company premix flour products to existing and potential customer and give sample for them to try
- 2) Handling, Assisting, monitoring, arranging stock at warehouse and shipment as well as logistic
- 3) Researching, identifying and finding out the marketing opportunities
- 4) Participating in the development products with R&D and pricing strategies for the growth of profit
- 5) Ensuring that the service/product of the company is good enough to benefit the customers and meet their demands.
- 6) Supporting Admin on PO/DO & other documentation.

Mar 2017-Jul 2019
2 years 5 months

Sales & Marketing / Trainer Assistant
KLIA Professional & Management College|Selangor,Malaysia

Industry	Education
Specialization	Marketing/Business Development
Role	Marketing Executive
Position Level	Junior Executive
Monthly Salary	MYR 2,650

- 1) Assisted trainer and prepared training timetable every month especially for working adult competency courses (Site Safety Supervisor and Safety Health Officer Course)
- 2) Monitored website and other E-Marketing Communication (Facebook / Email/ Instagram) and updated, promoted KLIA College and KLIA Training program or promotion. Monitored and filtered Barracuda system regarding new student / participant application.
- 3) Developed good relationship and rapport with school counselor and related agency and promoted college and training programs. Followed up potential prospect through phone calls, Email and Whatsapp.
- 4) Designed, initiated a series of marketing campaign including email, print, digital, outdoor, social media analysis & overseen the production of printed promotional materials including catalogs, brochures, flyers, and program media guide; design layout.
- 5) Represented and promoted for KLIA College & KLIA Training branding awareness through exhibitions and events.
- 6) Filed, updated and managed record or list for new student /participant according to ISO Standard. Prepared related document for ISO audit and to ensured everything was according to procedures.

Jul 2012-Mar 2017
4 years 9 months

Sales & Marketing Executive

KLIA Travel (KPH Travel Sdn Bhd)|Malaysia

Industry	Travel/Tourism
Specialization	Marketing/Business Development
Role	Marketing Executive
Position Level	Junior Executive
Monthly Salary	MYR 2,200

- 1) Promoted product & services, visited, maintained & developed relationship with new & existing client
- 2) Warrant Collection (government sector) and prepared the documentation before collection and submission to the airlines
- 3) Prepared costing & quotation for tender or package and submitted the tender before the dateline & to ensured meet the requirement needed
- 4) Advised & assisted government officer for MTCP programs or MICE and assisted student under JPA or KPM Sponsorship at the airport counter. Acknowledged passengers to follow airlines or airport regulation to ensured the process at the airport running smoothly
- 5) Provided knowledge and expertise to clients on multi-country routings for best fares and preferred carrier usage

Jun 2009-Jun 2012
3 years 1 month

Sales & Marketing Executive

Smart Journey Sdn Bhd|Selangor,Malaysia

Industry	Travel/Tourism
Specialization	Marketing/Business Development
Role	Marketing Executive
Position Level	Junior Executive
Monthly Salary	MYR 1,500

- 1) To ensured the positive reflection and promotion outside agencies.
- 2) Built rapport and liaised with government sectors for flight ticket & fares
- 3) Package Inbound & Outbound arrangement for foreigner, local & corporate client
- 4) Other task such as visa application, hotel arrangement or team building.

Nov 2006-Apr 2009
2 years 6 months

Logistics & Admin Assistant

Syarikat Mulia/Brightmark Sdn Bhd|Selangor,Malaysia

Industry	Agricultural/Plantation/Poultry/Fisheries
Specialization	Logistics/Supply Chain
Role	Others
Position Level	Entry Level
Monthly Salary	MYR 1,200

- 1) Maintained, supported the administration and established relationship with a large amount of providers.
- 2) Updated information interrelated to company's vehicle which liaised to PUSPAKOM and JPJ
- 3) Overseen the company foreign staffs were registered and constantly updated with legal

- agencies. Prepared documentation needed such as FOMEMA, LEVI for foreign workers.
- 4) Assisted in negotiating rates with suppliers for all phases of transportation and purchasing. To be first point of contact for the company external contacts regarding suppliers for vehicle parts and maintenance.
- 5) Undertook any others duties as reasonably required in line with the individuals capabilities.
- 6) Attended meeting and training as required

Education

Jan 2017

KLIA Training Research Centre

Professional Certificate in Engineering
(Environmental/Health/Safety) | Malaysia

Site Safety Supervisor Competency Program

Jan 2014

KLIA Professional & Management College

Professional Certificate in Business
Studies/Administration/Management | Malaysia

Professional Diploma in Management & Office Administration

Skills

Intermediate Microsoft Office

Beginner Adobe Illustrator

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
Bahasa Malaysia	10	10
English	5	5

Jobstreet English Language Assessment (JELA)

Score 33/40

Additional Information



Expected Salary MYR 3,000

Preferred Work Location(s) Kuala Lumpur, Putrajaya, Selangor

Other Information -Good in writing and communication skills
 -Highly organized & efficient
 -Ability to work independently or as part of a team

-Leadership skills & ability to motivate

About Me

Gender	Female
Age	37
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