

# SITI ARISSA ROMLY



## INFO

### ADDRESS

No 17, Jalan Sri Kenari 6,  
Taman Sri Kenari, Kajang,  
Selangor Darul Ehsan,  
43000, Malaysia

### PHONE

012-3242150

### EMAIL

arissa.romly@gmail.com

### DATE / PLACE OF BIRTH

1983-04-23  
Kuala Lumpur

### NATIONALITY

Malaysian

## SKILLS

Microsoft Office

Adobe Illustrator

## LANGUAGES

English

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Bahasa Malaysia

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## PROFILE

Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my skills in any field. An organized and creative with marketing and administration experience and desire to learn more

## PERSONAL SKILLS

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

## EDUCATION

KLIA Training & Research Centre, Sepang  
Site Safety Supervisor Competency Program  
2017

KLIA Professional & Management College, Sepang  
Professional Diploma in Management & Office  
Administration  
2013 - 2014

Kolej Poly-Tech MARA (KPTM) Bangl  
Diploma in Business Management (Incomplete)  
2003 - 2006

Sekolah Menengah Kebangsaan Sultan Abd Aziz Shah, Kajang  
Sijil Pelajaran Malaysia (SPM),  
Penilaian Menengah Rendah (PMR)  
1996 - 2000

Sekolah Kebangsaan Wangsa Maju, Seksyen 1, Kuala Lumpur  
Ujian Penilaian Sekolah Rendah (UPSR)  
1990 - 1995

## EXTRA-CURRICULAR ACTIVITIES

Secretary, Economy Society  
Feb 1999 - Jan 2000

Team Leader, Hockey Club  
Mar 1998 - Mar 2000

## EMPLOYMENT HISTORY

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**Sales & Marketing Executive**  
**Bon Ingredo Sdn Bhd**  
**November 2019 – Present**

Mont Kiara

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

**Sales & Marketing / Trainer Assistant**  
**KLIA Professional & Management College /**  
**KLIA Training & Research Centre**  
**(Subsidiary of KLIA Holdings)**  
**March 2017 – July 2019**

Sepang

- Assisted trainer and prepared training timetable every month especially for working adult competency courses (Site Safety Supervisor and Safety Health Officer Course)
- 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.
- 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.
- 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.
- Represented and promoted for KLIA College & KLIA Training branding awareness through exhibitions and events.
- Filed, updated and managed record or list for new student/participant according to ISO Standard. Prepared related document for ISO audit and to ensure everything was according to procedures.

**Sales & Marketing, KLIA Travel (KPH Travel Sdn Bhd)  
(Subsidiary of KLIA Holdings)**

Bangi

**Jul 2012 – Mar 2017**

- Promoted product & services, visited, maintained & developed relationship with new & existing client
- Warrant Collection (government sector) and prepared the documentation before collection and submission to the airlines
- Prepared costing & quotation for tender or package and ensured meet the requirement needed
- 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
- Provided knowledge and expertise to clients on multi-country routings for best fares and preferred carrier usage

**Sales & Marketing, Smart Journey Sdn Bhd  
Jun 2009 – Jun 2012**

Seri Kembangan

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

**Logistics & Admin Assistant,  
Syarikat Mulia / Brightmark Sdn Bhd  
Nov 2006 – Apr 2009**

Semenyih

- Maintained, supported the administration and established relationship with a large amount of providers.
- Updated information interrelated to company's vehicle which liaised to PUSPAKOM and JPJ
- Overseen the company foreign staffs were registered and constantly updated with legal agencies. Prepared documentation needed such as FOMEMA, LEVI for foreign workers.
- 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.
- Undertook any others duties as reasonably required in line with the individuals capabilities.
- Attended meeting and training as required

**REFERENCES**

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Azhar Johari from KLIA Travel (KPH Travel Sdn Bhd)  
018-2482301

Mohd Hanis A.Aziz from KLIA Professional & Management College  
017-6606575

Adina Arul from Bon Ingredo Sdn Bhd  
010-2491684