

MARIANI BINTI BASRI  
Diploma In Marketing,  
**Politeknik Sultan Abdul Halim Mu'adzam,**  
Bandar Darulaman, 06000 Jitra, Kedah



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#### OBJECTIVE

To strive for excellence, improve skills and to contribute in any way possible to be better for the nation, country and religion.

#### PERSONAL PARTICULAR

Address	: B-3-16 Blok B, Dahliah Apartment ,Jalan Putra Perdana, 47100 Puchong, Selangor.		
Age	: 22	Date of Birth	: 15 July 1992
Nationality	: Malaysia	Gender	: Female
Marital Status	: Single	IC No	: 920715-08-6138

#### EDUCATION BACKGROUND

##### Highest Level Academic Qualification

Level : Diploma  
Field of Study : Marketing  
Institution : Politeknik Sultan Abdul Halim Mu'adzam Shah  
Graduation Date : December 2013

Key Courses: Major Courses : Sales Promotion, Product Management, Macroeconomic, Microeconomic, Statistic, Principle Of Marketing, Database Communication, Advertising, Global Marketing , Consumer Behavior , Marketing Research , Communication English , Law, Computer Application, Fundamental Of Accounting, Occupational Safety and Health, Entrepreneurship, Integrating marketing Communication, Marketing project, Business Marketing, Service Marketing,

Marketing Management, Business Management,  
Database Application, Retailing, Marketing Channel,  
Sales Management, Soft Skills, Tamadun Islam.

**2<sup>nd</sup> Highest Level Academic Qualification**

Level	:	SPM	
Grade	:	Bahasa Melayu	A+
		Pendidikan Islam	A-
		History	B
		Mathematics	B
		Physics	D
		Additional Mathematics	E
		Bahasa English	D
		Engineering drawing	D
		Electric Engineering	E

Institution : SMT Gerik, Gerik Perak  
Year : 2008-2009

Level : PMR  
Grade : **1A 4B 3C**  
Institution : SMK Dato' Seri Wan Mohamad, Gerik, Perak  
Year : 2005-2008

**TOP SKILL**

(**Proficiency: Advanced** - Highly experienced; **intermediate** - Familiar with all the basic functionality's; **Beginner** - Just started using or learning the skill)

Skill	Proficiency
Microsoft Word	Advanced
Microsoft Excel	Advanced
Macromedia Adobe Photoshop	Beginner
Internet Explorer	Advanced
Microsoft Visual Basic (Programming)	Beginner
Microsoft PowerPoint	Advanced
Microsoft Access (Database)	Intermediate
Adobe Reader 9	Advanced

## LANGUAGES

(Proficiency: 0=Poor - 10=Excellent)

Language	Spoken	Written
Bahasa Malaysia	10	10
Bahasa Inggeris	3	5

## WORK EXPERIENCE

**A ) OKBB SDN.BHD,  
NO 7 ,JALAN BP 7/16,  
BANDAR BUKIT PUCHONG,  
47120 PUCHONG,  
SELANGOR.**

Position : Receptionist / Customer service

Work Description : Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries. Directs visitors by maintaining employee and department directories , giving instructions. Maintains security by following procedures , monitoring logbook , issuing visitor badges. Maintains telecommunication system by following manufacturer's instructions for house phone and console operation. Maintains safe and clean reception area by complying with procedures, rules, and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs. Contributes to team effort by accomplishing related results as needed.

**Skills/Qualifications:** Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Supply Management

Date : July 2014 – November 2014 (contract)

**B ) PLUS EXPRESSWAY BERHAD,  
( PLAZA TOL PUTRAJAYA )  
PERSIMPANGAN SUBANG,  
LEBUHRAYA BARU LEMBAH KLANG,  
47301 PETALING JAYA,  
SELANGOR.**

Position : Customer Service Assistant (Contract )

Work Description : Receive payment from a user use the highway. To verify and reconcile the cash collection by toll collector with the management information system.

Date : December 2013 – Mei 2014

C ) CARSEM (M) SDN BHD,  
JALAN LAPANGAN TERBANG,  
P.O.BOX 204 , 30720 IPOH,  
PERAK DARUL RIDZUAN.

Position : Trainner in Purchasing Department

Work Description : Take order from customer and serve customer. Prepare report for minutes of meeting, prepare letter for customer and employees, prepare voucher of payment for Customers, and filing of customer data in system.

Date : 5 June 2012 – 31 December 2012

D ) KEDAI KASUT KKSS ,  
F13 F14, TINGKAT 1, GREEN TOWN HALL,  
JALAN HOSPITAL,  
30450, IPOH,  
PERAK DARUL RIDZUAN.

Position : Cashier , Sales Promotion

Date : April 2011 – July 2011

### STRENGTHS

- Able to work as a team or independently.
- **Willing to learn new things**, able to work in a challenging and dynamic working environment.
- Strong work ethics and **willingness to work hard to achieve employer objectives.**
- Friendly, easy to deal with people

### ADDITIONAL INFORMATION

#### A) DEAN LIST :

Semester 1	:	3.44
Semester 2	:	3.24
Semester 3	:	3.31
Semester 4	:	Excellent
Semester 5	:	3.77
Semester 6	:	3.42

### WORK EXPECTATION

Willing to Travel	:	Yes
Willing to Relocate	:	Yes
Availability	:	Immediately

### REFERENCES

Mr Chua,  
Manager in KKSS,  
Kedai Kasut KKSS ,  
F13 F14, Tingkat 1, Green Town Hall,  
Jalan Hospital,  
30450, Ipoh,  
Perak Darul Ridzuan.  
Tel : 05-2559125

Mr Suresh Dass,  
Marketing Manager in Purchasing  
Department,  
Carsem (M) Sdn. Bhd.  
Jalan Lapangan Terbang,  
P.O. Box 204,  
30720 Ipoh,  
Perak Darul Ridzuan.  
Tel : 05-3123333  
Fax : 05-3125333