



ALEYA NATASHA BINTI ABDUL MANAS

NO 1/648, LOT 2975, KM2, KAMPUNG SELAMAT, JALAN
PELABUHAN KUANTAN 26100 KUANTAN, PAHANG.

Seeking an entry-level position in the company to apply my skills in
investment & banking and contribute to the company's success.

EDUCATIONAL HISTORY

SPM **2019**
MAAHAD MUHAMMADI PEREMPUAN
3A,3A-,3B+,1B,1D

DIPLOMA **2023**
UITM TERENGGANU CAMPUS DUNGUN
3.49 CGPA

CAREER HISTORY

CLERK (2020 TO 2021) *Assisted in administrative tasks, handled customer inquiries, and maintained records.*

ALAF RAHMAT SDN BHD

- Managed and maintained accurate records of customer transactions.
- Provided excellent customer service by addressing customer inquiries and resolving issues.
- Assisted in preparing and processing documents.
- Maintained a clean and organized workspace.

COMPETENCIES

- Discipline Improvement
- Good Time Management
- Extracurricular Activities
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Research and Data Analysis
- Communication and Teamwork

CONTACT

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