



Asyraf Roslan

Warehouse Assistant

PROFILE

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CERTIFICATIONS

**Sijil Tinggi Pelajaran
Malaysia** December 2014
MPM

AWARDS

Smart Self Right System January 2013
UTM

Smart Money Management July 2020
FinAims

LANGUAGES

English Fluent

Bahasa Malaysia Very Fluent

HOBBIES

Poetry

Travelling

Photography

Playing Badminton

Developing Reactive Resume

OBJECTIVE

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

WORK EXPERIENCE

KLLezCar Travel and Tour (January 2014 - June 2014)
Operation

- Provide ongoing administrative support to senior executives, driving organizational success through the management of daily operations and special projects
- Manage executive calendars, strategically coordinating meetings, appointments, events, and travel arrangements
- Compose and proofread memos, letters, reports, and presentations, providing accurate, concise, and error-free communication

Tampoi Enterprise Sdn Bhd (January 2018 - December 2019)
Warehouse Assistant

- Prepared requisition forms for additional equipment and supplies when necessary.
- Assisted with product and material selection for packaging according to delivery and shipment orders.
- Verified proper packaging of chemicals and materials congruent with regulatory agency and company guidelines.

Decathlon Logistic Sdn Bhd (January 2020 - June 2020)
Warehouse Assistant

- Sustained zero safety hazards by proactively maintaining clean and organized warehouse environment.
- Achieved exceptional levels of customer satisfaction through timely, accurate processing and shipping of orders.
- Commended for team-oriented attitude, contributing to improved efficiency and nearly 100% accuracy in order tracking and processing.

SKILLS

Customer Service Expertise Advanced	High-Volume Stock-Taking Intermediate
Team Leader/Problem Solver Intermediate	Warehouse Management System intermediate
Teambuilding & Training Intermediate	Continuous Improvement Fundamental Awareness

EDUCATION

SMK Taman Universiti (January 2012 - December 2013)
SPM Economy

SMK Skudai (January 2013 - January 2014)
STPM 2.6

PROJECTS

Food Delivery April 2020
<https://duduk.icu>

Food delivery around johor bahru. This project was indepedent structure to provide food delivery to our customer.