



Awang Iskandar Bin Awang Hassim

Seri Maju Apartment, Sepanggar, Sabah.

27 Years Old

Possess own transport (D)

Possess PSV Licence

Possess DBKK Licence

 +6011 6680 7898

 awangiskandarmys@icloud.com

Professional Summary

Experienced administrative and sales professional who streamlines operations, improves team performance, and delivers excellent customer service. Skilled at handling multiple tasks and building strong relationships with stakeholders.

Experience

JJ Cleaning Services Co – Manager

2024 - 2025

- Supervised cleaning and landscaping teams across multiple locations.
- Managed supplies, equipment, and inventory levels for all job sites.
- Handled monthly payroll on time and accurately for 15 employees.
- Managed purchase orders and negotiated contracts with suppliers and service providers.
- Coordinated scheduling, resource allocation, and overall site logistics.
- Created and sent invoices to clients.
- Built strong relationships with contractors and tenderers
- Evaluated staff performance, provided training when needed, and ensured compliance with company rules and safety standards.
- Assisted in preparing documents for tenders and project bids.
- Prepared and submitted detailed reports on operational performance, project status, and compliance.

Borneo Armor – Cashier Cum Admin Assistant

2022 - 2024

- Handled all customer transactions at the cashier counter
- Deposited cash collections to the bank twice a month
- Provided servicing and support for auto-pay machines and gate systems when required
- Calculated staff overtime hours
- Compiled and summarized monthly total sales
- Performed data entry for monthly season pass records
- Delivered prompt and professional customer service, addressing inquiries and resolving issues

Legacy Group Development – Mobile Sales Representative

2021 - 2022

- Conducted booth, digital, and telemarketing campaigns.
- Engaged in independent and outreach marketing to boost sales.

JJ Cleaning Services Co. — Administrative & Operations Manager

2019 - 2021

- Managed contract inquiries and official correspondence.
- Coordinated meetings, updated systems, and renewed licenses.
- Supervised staff and served as the liaison between management and employees.

Musician — Freelance Singer and Mentor

Freelance from 2017

- Secured singing contracts and provided private vocal mentoring.

Education

UiTM Shah Alam / Diploma

2017 - 2019, Shah Alam, Selangor.

- Diploma in Music
CGPA: 3.42

MUET Band: 4

SMK Tamparuli / SPM

2011 - 2015, Tamparuli, Sabah.

- 1A 4B 2C 1D 3E

Skills

- **Operations & Administration:** Managed payroll, inventory, reports, and contracts
- **Sales & Customer Service:** Booth, digital, and telemarketing; excellent client service
- **Leadership & Coordination:** Supervised teams, trained staff, and coordinated resources
- **Music & Mentoring:** Award-winning singer and vocal mentor
- **Tech & Digital:** Proficient in Microsoft Excel, Word, and various digital tools
- **Communication:** Strong interpersonal and negotiation skills
- **Versatility:** Adaptable and flexible in dynamic work environments

Awards

El- Coro Ensemble Community Choir

- 2ND RUNNER UP KUALA LUMPUR INTERNATIONAL CHOIR COMPETITION (2018)
- GOLD 7TH BALI INTERNATIONAL CHOIR FESTIVAL (2018)
- GOLD MALAYSIAN CHORAL EISTEDDFOD INTERNATIONAL CHORAL FESTIVAL (2018)