
FAIQAH MOHAMMAD FIRDAUS



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Profile

A 25-year-old fresh graduate from Limkokwing University of Creative Technology majoring in advertising. I am a very flexible person, hardworking, able to multitask and work under stress. I am generally a fast learner that makes me able to work with less supervision. Being having to deal with a lot of people in my previous job attributes me for being patient and vigilance in all circumstances. I also enjoy traveling and doing outdoor activities during my leisure time and is constantly inspired by my surrounding.

Experience

Receptionist, Carigali Hess Operating Company Sdn Bhd — October 2013-October 2015 (on call basis/upon request)

Attend guests by greeting, welcoming and directing them appropriately; notifies company personnel of guest arrival; maintains security and telecommunication system.

Sales Assistant, Gianmarco Lorenzi, Starhill Gallery — July 2009-September 2009

Responsible for delivering a friendly service, smiling, greeting and serve customers that comes to the store. Helping to run the store on a day-to-day basis by assisting with launching retail initiatives, general store maintenance and making sure every customer receives exceptional levels of service and enjoys their visit to the store.

Education

Limkokwing University of Creative Technology — Diploma in Multimedia, Advertising & Broadcasting, July 2015

SMK Seri Bintang Utara — Sijil Pelajaran Malaysia, 2008

Skills

Excellent computer skills in Microsoft Office (Excel, PowerPoint & Words)
Fluent in English and Malay
Intermediate skills in Adobe (Illustrator & Photoshop)

References

Fauziah Hanim Abdul Rahim

Recruiter for Oil & Gas Industry
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