

PERSONAL DETAILS

NAME : NOREHAN BINTI MD DAN

ADDRESS: C2-04-02, APARTMENT LARKIN IDAMAN

JALAN IDAMAN UTAMA

80350 LARKIN

JOHOR DARUL TAKZIM

HP NUM : 0136370069 /011 18685184

I/C NUM : 800625-04-5184

D.O.B : 25th June 1980

P.O.B : Melaka

Marital Status : Single

Race/ Religion : Malay / Islam

Citizenship : Malaysian

EDUCATION AND QUALIFICATION

1998 – 2000 Diploma in Information Technology

Akademi Infotech MARA, Batu Pahat, Johor Darul Takzim

C.G.P.A: 2.12

1993- 1997 — Sijil Pelajaran Malaysia (SPM)

Grade: 1 Aggregate: 22

Sekolah Menengah Munshi Abdullah, Batu Berendam, Melaka

Penilaian Menengah Rendah (PMR)

2A, 3B, 4C

Sekolah Menengah Munshi Abdullah, Batu Berendam, Melaka

1987 – 1992 Ujian Penilaian Sekolah Rendah (UPSR)

Sekolah Kebangssan Batu Berendam, Batu Berendam, Melaka

2A, 2B

WORKING EXPERIENCE

Jan' 13 - Nov'13 - Sales Assistant at Syarikat Pemasaran Karyaneka Sdn Bhd

Make a products arrangement on the store and gallery

Records all incoming stocks and stocks out use bin card

Make sure all the dominations for cashier are enough

Do a monthly's reports to send to HQ

Bank in all sales money twice a month

Arrange stocks from store for customer's order

Nov' 10 - Oct'11 - Admin Assistant at Uni-Link smart Venture Sdn Bhd

Do a payment for suppliers and expenses of office

Liaise with suppliers for office's materials and issue PO

- Do an administration works

Dec'09 - May'10

Technical Support Executive at VADS Berhad

Received incoming call regarding customer technical

Complaint about Internet services.

Do a troubleshooting or open report for unsolved problem

Update report for every call

Aug'06 - Feb'09

Admin Assistant at Perodua Sales Sdn Bhd

Key in customer bookings in VSOS System and insurance renewal

Handle all the money's transaction from customers such as booking payments, down payments, insurance renewal Payment.

Prepared payment vouchers for contractors such as Payment for security company, cleaning services and etc

Prepared documents for registration at JPJ

Prepared documents for delivery after registration

Prepared invoicing to submit to bank

Do others administration works

Mac'02 - Dec'05

Purchasing Clerk at Sykt Pembinaan Al- Joffrie Sdn Bhd, Melaka

Liaise with suppliers regarding material price

Do a schedule for materials request

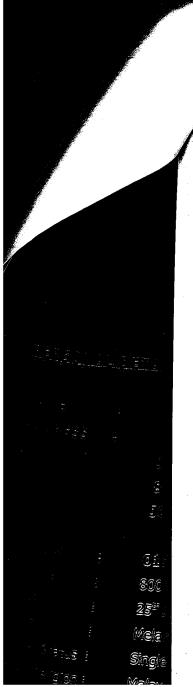
Do purchase order and confirm the delivery of materials

Update suppliers file with compile the D/O and invoices

Do summary payment for suppliers and administration Works

List of Projects:-

- 1. Cadangan Merekabentuk, Membina dan Menyiapkan 420 Unit Rumah Kos Rendah dan Kerja-Kerja Berkaitan di PAKR Chinchin, Jasin, Melaka.
- 2. Cadangan Merekabentuk, Membina dan Menyiapkan 402 Unit Rumah Kos Rendah dan Kerja-Kerja Berkaitan di PAKR Pulai, Jasin, Melaka.
- 3. Cadangan Merekabentuk, Membina dan Menyiapkan 542 Unit Rumah Kos Rendah dan Kerja-Kerja Berkaitan di PAKR Tg Dahan II , Alor Gajah, Melaka.



- 4. Cadangan Merekabentuk, Membina dan Menyiapkan 328 Unit Rumah Kos Rendah dan Kerja-Kerja Berkaitan di PAKR Sg Baru IV , Alor Gajah, Melaka.
- 5. Cadangan Merekabentuk, Membina dan Menyiapkan 365 Unit Rumah Kos Rendah dan Kerja-Kerja Berkaitan di PAKR Pdg Sebang, Alor Gajah, Melaka.
- 6. Cadangan Membina dan Menyiapkan 2 Blok Pangsapuri (MMU) Bukit Beruang, Melaka.
- 7. Cadangan Merekabentuk, Membina dan Menyiapkan 94 Unit Rumah Kos Sederhana di Lot 274, Tg Minyak, Melaka.
- 8. Cadangan Merekabentuk, Membina dan Menyiapkan 790 Unit Town House di Limbongan, Melaka.

June'00 - Dec'01

- Shipping /Purchasing Clerk at IM Three Hi-Tech, Cheng, Melaka
- Do Purchase Order, Delivery Order and Invoices
- Do a report for Forecast Sales, Daily Sales and Monthly Summary Sales
- Do Monthly Insurance
- Do a Statements Account base on Invoicing
- Do a Machine Loading and Material Calculation
- Do an administration works

EXTRA-CURRICULAR ACTIVITIES

Librarian at Primary and Secondary School