

RESUME



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PERSONAL DETAILS

I.C Number : 851230-14-5754
Date Of Birth : 30 December 1985
Age : 29 Years Old
Place Of Birth : Hospital Besar Kuala Lumpur
Sex : Female
Nationality : Malaysian
Race : Malay
Religion : Islam
Status : Married
Health : Good Condition

LANGUAGES

Malay : Excellent in oral and written.
English : Excellent in oral and written.

EDUCATIONAL BACKGROUND

- 2013 – 2015 : **Master In Human Resource Management**
University Utara Malaysia (UUM) – Part Time Basis On Going
- 2007 – 2011 : **Degree Honour In Management Of Technology (SPACEUTM)**
University Technology Malaysia (UTM)
- 2011 : **Certificate in General Insurance**
: The Malaysian Insurance Institute (MII)
- 2003 – 2006 : **Diploma In Management Of Technology**
University Technology Malaysia (UTM)
- 2003 – 2004 : **Certificate In Computer System Engineering (SKM Level 2)**
Majlis Latihan Vokasional Malaysia (MLVK)
- 2002 : **Sijil Pelajaran Malaysia (SPM)**
Science Class
Sek. Men. Kebangsaan Taman Kosas , Ampang . Selangor

WORKING EXPERIENCES

- 1 Company: Ace - Jerneh Insurance Berhad
Position: Executive Marketing (E1)
Department: Bancca Assurance
Salary: RM 1,800.00
Year: Feb 2007 – Jan 2009
Job Description: - Assist in insurance Banca business related.
 - Troubleshoot client networking and system error (software and hardware).
 - preparing paperwork example : quotation Fire , Motor , Burglary etc.
 - regularly visitation and repo with banks staff and manager branch as clients
 - Listing of clients HSBC , UOB Bank , EON Bank , Alliance Bank , Scotia Bank , Deutch Bank .

- 2 Company: Tokio Marine Insurance Berhad
 Position: Servicing & Marketing Executive (E2)
 Department Franchise & Dealer
 Salary: RM 2,500.00
 Year: Feb 2009 – March 2011
 Job Description: - More on dealing with Franchise Holder
 - Experienced in handling with cover note issuance, endorsement printing, quotation for various classes in general insurance product.
 - To ensure all premium are collected within the days to avoid CBC breach .
 - To ensure all motor & non motor calculation is correct made by franchise Holder
 - Build good visitation & repo with all franchise Holder
 - List of Clients HONDA , TOYOTA , HYUNDAI , SUZUKI , PROTON , PERODUA.
- 3 Company: Amassurance Berhad
 Position: Executive Agency & Development (E2)
 Department Agency & Recruitment
 Salary: RM 3,500.00
 Year: April 2011 – April 2013
 Reason Left Looking for different opportunities & further Master Studies
 Job description: - primarily responsible in monitoring agent payment
 - To ensure all cover note issued has been paid within 7 days to avoid CBC breaches
 - Experienced in handling & issuance of cover note
 - Provide training to agent in system issue or other system related
 - Provide training to agent for better information about new product launching at Amaassurance Berhad
 - Prepare motor quotation as well to agent
 - Prepare non – motor quotation to agent example fire , etc
 - Manage to solve agent problem in any other environment
 - Recruitment of new agent is compulsory for all marketier
 - Do presentation for production is required
 - Need to achieved production as been given by management
 - Build up good visitation & repo to all agent
 - Responsible to conduct customer due diligence
 - To guide agents on the risk surveying
 - To ensure the agent's renewal targets are achieved
 - List of clients Most of Used Car Dealer and individual agent who registered with Malaysia Insurance Agency .

- 4 Company: International University Malaya of Wales (IUMW)
 Position: Personal Assistant / Executive (**Contract Basis**)
 Department Faculty Health & Social Sciences
 Salary: RM 3,500.00
 Year: April 2013 – current
 Reason Left Wish to have a permanent position for a better life .

Job Description :-

- achieving a good working knowledge of the curriculum of the department
- proactively assisting head of department
- liaising with the central timetable office to communicate departmental requirements
- having a good working knowledge of University regulations and procedures
- assisting with the assessment process, including accepting student work at specified times
- assisting with the monitoring of student engagement
- undertaking financial administration associated with the department
- supporting the department in the preparation of academic quality documents and events
- supporting the department in the marketing of its provision
- servicing meetings
- Liaison with central departments (registry, conference office, catering, finance etc.)

SKILLS

- Auto-cad beginner
- Troubleshooting system Amassurance
- Good in handling Insurance Services Malaysia Berhad (ISM)
- Good in handling General Insurance System
- Familiar with Microsoft windows XP, Windows Vista, Microsoft Office

ACTIVITIES

- MIM ICDL Boot Camp (2007)
- Smart Reader English Programme for Communication (2009)
- Being a Person of Influence (2010)

PERSONAL CHARACTER

- Able to work under pressure
Good communication skill and friendly.
- Able to work under minimum supervision
- Able to coordinate activities that requires multi department review and action
- Confident person.
- Responsible and good team member.
- Fast learner, honest, and hardworking.
- Punctual and self motivated.

EXPECTED MONTHLY SALARY : RM 4,000.00
PREFERRED LEVEL : Senior Executive/ Executive – Related to position
PREFERRED DEPARTMENT : Business Development Division / CEO Office
NOTICE RESIGNATION : 1 month
WILLING TO TRAVEL : Yes
POSSES OWN CAR ; Yes

REFERENCES

Dr. Ahmad Bin Jusoh
Senior Lecturer
Universiti Teknologi Malaysia (UTM)
Johor Bahru
Tel : 012-7666097

En. Azrul Hisham
Manager of Agency Department
AmGeneral Insurance
Kuala Lumpur
Tel : 012-9780295

En. Jazrul B. Fuad
Manager of Franchise Department
Tokio Marine Berhad
Kuala Lumpur
Tel : 012-3776570