



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 Kebangsaan 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 Pulau, 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
- Student Committee Member at College