**PERSONAL DETAIL**

Name : **Aiman Nur Jannah Binti Sulaiman**

Age : 25 Years Old

Date of Birth : 28th February 1989

NRIC : 890228 – 14 – 6370

Nationality : Malaysian

Marital Status : Married

Weight : 53kg

Height : 165cm

Gender : Female

Race : Malay

Religion : Muslim

Address : No 6 Lot 2852 Jalan Pusara Kampung Baru, Jenderam Hilir, 43800 Dengkil, Selangor

Email : noearjeeneach@yahoo.com

Contact No : +6019-6210326

Language(s) Spoken :

1. Bahasa Malaysia - Excellent
2. English - Excellent
3. Arabics - Excellent

**EDUCATION BACKGROUND**

*Babulkhairat, Indonesia*

Year : January 2007 – June 2009

Level & Field of Education : Degree in Arabic Language

*S.M.K Sri Permata*

Year : January 2001 – December 2006

Level & Field of Education : SIJIL PELAJARAN MALAYSIA (SPM)

**EXTRA CURRICULAR**

1. School Athlete – SMK Sri Permata
2. Member of Consumer – SMK Sri Permata
3. Member of Basketball Club – SMK Sri Permata
4. Member of Languages Club – Babulkhairat

**EMERGENCY CONTACT**

1. Mr. Mohd Fadzli Bin Fadzil

+6019 – 279 0326

**MISCELLANEOUS**

Expected Salary : RM2350

Availability : As soon as possible

Willing to relocate : Will consider

**WORKING EXPERIENCE**

Employer : Inspire Marketing

Year Started & Ended : August 2009 – January 2011

Salary : RM1500

Position Held : Supervisor (Putrajaya Branch)

* Maintaining company standards and target sales
* Ensuring the highest level of customer service and satisfaction
* Assist customer in a proper manner
* Opening and closing the store
* Protecting all company assets

Employer : Berjaya Zaqib Sdn Bhd

Year Started & Ended : February 2011 – June 2011

Salary : RM2300 +(500) commission

Position Held : Tele-marketer (Call centre)

* Called customer to sell a products
* Handling outbound calls
* Promoting company latest promotions
* Handle any inquiry by customers

Employer : Pusat Rekaan Fesyen FTIM Sdn Bhd

Year started & Ended : July 2011 – November 2011

Salary : RM1400 +(300) allowance

Position Held : Inventory Clerk

* Stock checking
* Reply email, quotation, typing letter.
* Answer a phone call

Employer :VR TECHNOLOGY

Year started & Ended :December 2011 –December 2013

Salary :RM2350+(650)allowance

Position Held : Account Clerk

* Assist customer in a proper manner
* Protecting all company assets
* Reply email, quotation, typing letter.
* Answer a phone call

Employer :Myinfo Asia Networking And Service

Year started & Ended :January 2014 –March 2014

Salary :RM2000+(300)allowance

Position Held : Frond Desk

* Called customer to sell a products
* Handling outbound calls
* Reply email, quotation, typing letter.
* Answer a phone call