

RESUME

Name :Nihayatul Samirah Binti Subri

Address :1242, Jalan Makmur, Taman Sejahtera,
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E-mail : nihayatulsamirah@gmail.com

Age :27 Years

I/C Number :890902-14-5792

Date Of Birth :02 September 1989

Place Of Birth :Hospital Universiti Kuala Lumpur

Gender :Female

Religion :Islam

Marital Status :Married

Nationality :Malaysia



EDUCATIONAL BACKGROUND & QUALIFICATION

2010-2012 :**UITM KAMPUS KOTA BHARU, KELANTAN**
Bachelor in Business Management (Hons) (Marketing)
Current CGPA: 2.73

2007-2010 :**KOLEJ UNITI (FRANCHISE UITM), PORT DICKSON, NEGERI SEMBILAN**
Diploma in Business Studies
Current CGPA: 2.75

2005-2006 :**SMT ERT SETAPAK, K.LUMPUR**
Sijil Pelajaran Malaysia (SPM)
2A, 3B, 2C, 1D, 3E

2002-2004 :**SMK BUKIT RAHMAN PUTRA, SUNGAI BULOH, SELANGOR**
Penilaian Menengah Rendah (PMR)
2A, 3B, 3C

1996-2001 :**SEKOLAH KEBANGSAAN SUNGAI PETANI, KEDAH**
Ujian Penilaian Sekolah Rendah (UPSR)
2A, 2B, 1C

CURRICULAR ACTIVITIES

1. Timbalan Naib Presiden Kelab Inspirasi Uitm Kampus Kota Bharu, Kelantan. (2010 - 2012)
2. Participate Lawn Bowl at Karnival Sukan Mahasiswa Uitm Semalaysia Kali Ke 17 (2010)
3. Fasilitator Uitm Kampus Kota Bharu, Kelantan.(2011 - 2012)
4. Biro Aktiviti Program Khidmat Masyarakat Hamony Together (2010)
5. Biro Kebajikan Program Konvensyen Pembimbing Rakan Sebaya. (2011)
6. Biro Logistik Program Jalinan Kasih Inspirasi (2011)
7. Biro Persegaran Lawatan Intelek Kelab Rakan Siswa UPM bersama Kelab Inspirasi (2011)

WORKING EXPERIENCE

Company Name	:TALENT SUITES SDN BHD
Position	:Human Resources (Graduates Management)
Date Joined And Left	:26 May 2016 until now
Job Description	:1.Preparing filing and documentation. 2.Handling sourcing and recruitment. Call the graduate, reviewing resumes,email application and preparing offer letter. 3.Sourcing and deal with the host company and email the list graduate that they request. 4.Put and blast the advertisement in FB group Jawatan Kosong, Jabatan Tenaga Kerja and others. 5.Collect the attendance and monthly performance and leave form every 26th of the month. Key in the attendance and leave form of graduate in the template excel for payroll. 6.Searching and find the training center for the training and accommodation for the graduate. 7.Send the notify letter to the host company before the graduate on job training at the host company.
Company Name	:IF KITCHEN
Position	:Administration Executive
Date Joined And Left	:26 November - 25 May 2016
Job Description	:1.Responsible for all administrative tasks in office. 2.Using the SQL accounting systems. 3.Liase with the suppliers. Manage delivery order,purchase order and invoice. 4.Organize and maintain file and records. 5.Handling all incoming and outgoing calls, mails, couriers and others. 6.Keep track of incoming and outgoing stock inventory. 7.Handling the complaints and problems from customers.
Company Name	:EASY RHB BANK TESCO ALMA
Position	:Assistant Sales Manager
Date Joined And Left	:August 2012 -August 2014
Job Description	:1.Solicit and promote maximum sales of Easy by Rhb productssuch as the personal loan, ASB loan, debit cards, insurance and savings. 2.Provide guidance and direction to a team of sales executives towards the achievement of key results. 3.Promote campaign and communicate accurate information to the public. 4.Ensure high standard of customer service in line with the quality and standard set by the Bank. 5.Ensure compliance to the policies and procesures set by the Bank.
Company Name	:HOTEL SERI MALAYSIA KULIM
Position	:Sales Coordinator
Date Joined And Left	: Jan 2012 - Jun 2012
Job Description	:1.Responsible to coordinate all sales activities and daily operations of the Sales Department. 2.Liaise with guests through phone,emails and faxes. 3.Follow up reservations and event orders in a timely accurate. 4.Handle sales inquiries and attent to clients needs.

Company Name	:TESCO WAREHOUSE BUKIT BERUNTUNG
Position	:Customer Service
Date Joined And Left	:June 2010 - July 2010
Job Description	:1.Handling the phone and emails about the inquiries and arrangement stock by the vendors. 2.Opens customer accounts by recording account information. 3.Maintains customer records by updating account information. 4.Handle and resolve customer complaints.

ACHIEVEMENT

Sales Performance for 3 consecutive months with 'A' Segmentation Rating at Easy Rhb Bank

SKILL

TYPES	DETAILS	LEVEL AND PERFORMANCE
Language	→ Able to speak and write in: ► Malay ► English	9 / 10 6 / 10
Computer	→ Typing, Microsoft Office Word, Excel, Power Po → Internet, Google, Social Network	9 / 10 9 / 10
Teamwork	Able to interact and work with members with different personalities, background and perspective	9 / 10
Leadership	Have the knowledge and experience in managing group to achieve their objective	9/ 10

ADDITIONAL INFORMATION

Transportation	Have a own transport
Expactation Salary	RM2300 (Negotiable)
Availability	2 weeks notice

REFERENCES

- 1.Madam Che Manisah Che Mohd Yusof
Caunselor UiTM Kampus Seri Iskandar Perak
Mobile Number: 019-2672010
- 2.Mohd Ridwan Bin Yaakub
Manager Koperasi Guru-Guru Melayu Kedah Berhad (KGMKB)
Mobile Number: 019-6217866