



NORSILASAHAT



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2/142 JLN HJ LANI KPG
MELANGO LAMA 95400
SARATOK SARAWAK

LANGUAGES

MALAY

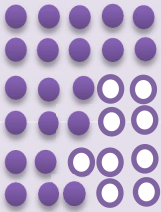
100%

ENGLISH

50%

SKILLS

MS Word
MS Power Point
MS Excel
Movie Maker
SPSS
Adobe Photoshop



STRENGTHS



INDEPENDENT

CREATIVITY

80%

75%

RELIABLE

PERSUASION

70%

SALARY

Current -RM1000
Expected -RM1500-1800



WORK EXPERIENCES

STUDENT COUNSELOR MAY 201-JULY 2015

Programme Counselor



Job Description: To assist student from beginning until finish of their studies in IEG, to promote and market IEG to other people, help organisation to bring education on surface of area or market. Learnt to: Communication Skill, Promote Skill, Learning how to get close to customer

Industrial Practical



Job Description: As a trainee of purchasing, the job that was performed during the internship is help senior buyer to do failing system of the Purchase Order into three part which is standard, project and services. Also help the senior buyer to find an inquiry and ready the quotation. Was attached in procurement department in Purchasing Section. Learnt to: Introduced about Purchase Order. Using a various way to find inquiry and help staff to do quotation. Manage and up-to- date failing data. More confident on teamwork and dealing or contact with vendor.

Industrial Practical



Job Description: As a trainee of programming, the job that was performed during the internship is help senior programmer to assisted department education staff in carrying out routine audit among schools in Saratok. Rallied around to organize and set up a new filling system with regards to annual leave. Organized story telling competition for 300 primary students at PusatKegiatan Guru, Daerah Saratok. Learnt to: Improve condition in each school in term of facilities, hygiene and cleanses, food preparation and discipline. Introduced a retirement tracking system and updated teachers transfer documentations. Assisted to unearth talent among local pupils.



EDUCATIONS

Bach. in Business Studies Hons on Marketing 2002-2005 (Nov 16,2005)

UNIVERSITY MALAYSIA SARAWAK

International Marketing, Marketing Seminar, Internet Marketing, Distribution, Business Communication, Managerial Accounting, Financial Management, Management Science
CGPA: 2.49

Dip. In Business Studies (Management) 2008-2010 (Apr 16,2011)

POLYTECHNIC KUCHING SARAWAK

Human Resource Management Promotion Organizational Behavior Basic Accounting Information System Relational Marketing Marketing Strategic Methodology for Economic Principal of Economic Mathematic for Business and Economics
CGPA: 2.89

2007 (SPM)

SMK BM SARATOK

PROFESSIONAL HIGHLIGHT

-Recent marketing graduate with proven leadership skills and ability to handle many tasks at the same time. Focused on meeting deadlines to ensure project efficacy and a great ability to "think out of the box."
-Reliable and hardworking office assistant with hands on experience in handling diverse tasks to ensure smooth office operations. Highly motivated to enhance the revenue of prospective company. Great ability to deal with adverse situations in a mature manner with an aim to resolve conflicts



REFERENCES

Dr. Rizal Bin Abu Bakar
GE Facilitator

Faculty of Human Resource and Development,
Universiti Malaysia Sarawak, 94300 Kota
Samarahan, Sarawak, Malaysia.

En Wan Busrah B Wan Skran
Headteacher

SK AbgAbd Rahman, 95400 Saratok, Sarawak, Malaysia.