



SITI HALIJAH

ADMIN



PROFILE

Highly creative and multitasking worker with extensive experience in clerical, administration, marketing and sales. Exceptional collaborative and interpersonal skills; dynamic team player with well-developed written and verbal communication abilities. Able to work under minimal supervision. Individual and in group. Innovative and always want to discover new things. Knowledge in customer relationship management skills. Passionate and inventive worker to performing in deadline period.



CONTACT ME



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SKILL

TEAM WORK	<div></div>
MS OFFICE	<div></div>
INNOVATIVE	<div></div>
CREATIVITY	<div></div>
MOTIVATED	<div></div>



LANGUAGES

MALAY	<div></div>
ENGLISH	<div></div>



WORK EXPERIENCE

- ADMINISTRATOR OF MARKETING AT DYNACOSMOS CARE PRODUCTS SDN. BHD.
Dealing and consulting with walk in customers, manage sales order, paper works, update report. Upkeep of office archive management system, also all relevant clerical jobs. Assist superior in market research such as copy-writing and product information. Collaborated with creative team to manage quality products to customers.
September 2012 - Present
- ASST. SERVICE COORDINATOR AT HVAC ENGINEERING
Attend to visitor and respond to customer inquire. Update data for every technician services. Prepare quotation. Manage all filing.
July 2011 - August 2012
- ASST. SUPERVISOR AT WATSON'S PERSONAL CARE STORE
Collaborated with team members to do promotions to achieve sales target for weekly and monthly. Record sales and manage report also relevant paper works.
February 2009 - June 2011



EDUCATION

- SIJIL PELAJARAN MALAYSIA (SPM)
Sekolah Menengah Kebangsaan Convent Butterworth
2005 - 2006
- PENILAIAN MENENGAH RENDAH (PMR)
Sekolah Menengah Kebangsaan Convent Butterworth
2002 - 2004



MAJOR ACHIEVEMENTS

- PARTICIPATE
The Star Hotlink Newspaper Awards
2003
- PARTICIPATE
Choral Speaking Competition for state level at High School, Penang.
2002



REFERENCE

- TAN NOON NEE
Manager
Dynacosmos Care
Products Sdn. Bhd.

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- AMANI QISTINA
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