



KHATRUL NADDA BINTI MUHAMAD

CONTACT

ADDRESS

492, Lorong 2/3b Taman Kempas
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PHONE

+60-135945363

EMAIL

khatrul.nadda@gmail.com

SKILLS

LANGUAGE

Reasonable writing and oral skills in English Language and excellent in Bahasa Malaysia

COMPUTER

Proficient in Microsoft Office (MS Word, MS Excel, MS PowerPoint) and Statistical Software (SPSS, EViews, Minitab)

PROFILE

I am fresh university graduate currently seeking for a full-time job position that will allow me to use my Bachelor of Mathematics and Economics, strong interpersonal skills as well as my eagerness to contribute to a quality company.

EXPERIENCE

SALES ASSISTANT

WARNA SEJATI TRADING | JUN 2017 - OCTOBER 2017

- Handling of Facebook ads (messenger, comment)
- Reply customers messaging or WhatsApp
- Fulfill customers order and needs such as printing, photocopying, and typing letter
- Make sure the stationery and other things in a good condition

EDUCATION

2013 - 2016 UNIVERSITI SAINS MALAYSIA, PULAU PINANG

Bachelor Of Mathematics and Economics

CGPA : 2.51

Graduated on October 2016

2012 - 2013 KOLEJ MATRIKULASI KEDAH

Sciences Module

CGPA: 3.05

Graduated on April 2013

2010 - 2011 SMA DAERATUL MAARIFIL WATANIAH 1,
PULAU PINANG

Sijil Pelajaran Malaysia (SPM) : 6A

REFERENCES

DR. NORASMAT BINTI ISMAIL

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