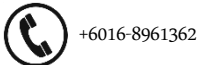
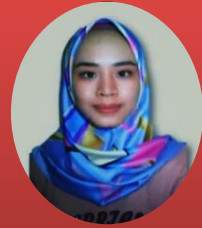


INTAN FARHANA SAIMON

Love challenge in the career to capitalize and enhance my skill and abilities. Seeking opportunity in progressive company.



intanfsaimon@gmail.com



Kg. Ruhukon, 89300 Ranau Sabah

WORKING EXPERIENCE

ADMINISTRATION/ CUSTOMER SERVICE EXECUTIVE– JHEAINS

Bandaraya Kota Kinabalu

APRIL – NOVEMBER 2017

- Administration job scope
- Customer service as a front desk officer

ADMINISTRATION/ACCOUNT ASSISTANCE - Angkatan Hebat Sdn Bhd (AHRAC Branch)

SEPTEMBER – NOVEMBER 2016

- Basic UBS system, key in payment, billing into system.
- Input data on computer as required
- Filing system / out correspondence and parcel
- Inventory stock, checking staff attendance & annual leave

SALES ASSISTANCE - CC COMMUNICATION ,Ranau Sabah

MARCH – MAY 2012

- Assist customer
- Maintain sales

ADMINISTRATION/TEACHER ASSISTANCE - TASKA HASANAH, Ranau, Sabah

DISEMBER 2011 – FEBRUARY 2012

- Administration job scope
- Assisting school daily learning process.

EDUCATION

BACHELOR DEGREE IN BUSINESS WITH HONORS (MARKETING)

University Malaysia Sabah

Kota Kinabalu, Sabah

SEPT 2013 – NOV 2016

ACCOUNTING CERTIFICATE

Kolej Matrikulasi Labuan

Wilayah Persekutuan Labuan

CGPA : 3.56

MAY 2012 - MAY 2013

HIGH SCHOOL

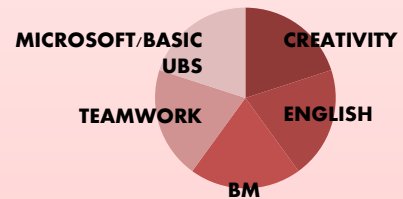
SEKOLAH MENENGAH KEBANGSAAN RANAU

RANAU, SABAH

SPM : 5A 3B

PMR : 4A 3B

SKILL & LANGUAGE



ACHIEVEMENT

- Representative for Perbarisan Hari Kemerdekaan 2017, JHEAINS (2017)
- Representative for Sukan MUJAS 2017, JHEAINS (2017)
- Organizer for “ Seminar Peruncitan yang Effektif” as a Secretary, UMS (2016)
- Committee member of “Marketing Talk’ event, UMS (2016)
- Organizer for Annual Dinner University College (USIA) as a Treasurer, UMS (2015)
- Organizer for “Program Anak Angkat Lohan” College (USIA) , UMS - 2014
- Join Running Girl University College (USIA), UMS (2014)
- Course Representative for University Netball Tournament (KASUGA) UMS (2014)

REFERENCES

HASLINDA HASSAN

Lectures

University Malaysia Sabah

Contact No : 013 – 9323573

FIRDAUS FAIZAL KARIM

Pen. Peg. Tadbir Agama

JHEAINS Bandaraya, Kota Kinabalu Sabah

Contact No : 016 8449698