

# CURRICULUM VITAE



## **PERSONAL DATA**

NAME : MOHD AZFAR BIN MOHAMED RAFFIDI  
ADDRESS : A-3A-02, SRI PINANG VILLA, TAMAN NIRWANA  
68000 AMPANG, SELANGOR DARUL EHSAN  
TELEPHONE NO : 013-3034670  
DATE OF BIRTH : DECEMBER 18, 1993  
AGE : 24 YEARS  
MARITAL STATUS : SINGLE  
LANGUAGE SPOKEN : MALAY AND ENGLISH  
& WRITTEN  
COMPUTER LITERACY : ABLE TO OPERATE MICROSOFT OFFICE

## **EDUCATIONAL BACKGROUND**

**2010** : SEKOLAH SULTAN ALAM SHAH, PUTRAJAYA.  
: 5A, 4B, 1C ( SPM )

**2012** : FOUNDATION IN LAW, UiTM KUANTAN, PAHANG.  
: 2.6 (CGPA EARNED)

**2016** : BACHELOR IN CORPORATE ADMINISTRATION, UiTM SEREMBAN 3.  
: 2.7 (CGPA EARNED)

## **WORKING EXPERIENCED**

### **➤ JAN 2011 – MARCH 2011 (PART-TIME/ WAITING FOR SPM RESULT)**

**PROMOTER FOR SWEET CHERRY BRAND( BABY PRODUCTS) AT AEON CO (M) BERHAD TAMAN MALURI.**

- DEMONSTRATE AND PROVIDE INFORMATION ON PROMOTED PRODUCTS.
- CREATE A POSITIVE IMAGE AND LEAD CONSUMERS TO USE IT.
- IDENTIFY INTEREST AND UNDERSTAND CUSTOMERS NEED AND REQUIREMENTS.
- SET UP PROMOTION BOOTH AND RE-STOCK PRODUCT.

▪ **REPORTING OFFICER:** SALES SUPERVISOR.

### **➤ AUGUST 2011 – SEPTEMBER 2011 (PART-TIME/ DURING SEMESTER BREAK)**

**PROMOTER/ STOREKEEPER FOR KIKILALA (SHOES) AT AEON CO (M) BERHAD TAMAN MALURI.**

- MAINTAINS RECEIPTS, RECORDS AND WITHDRAWALS.
- CHECKS PRODUCT AND PREPARE INVENTORY REPORTS.
- RECEIVES AND UNPACKS PRODUCTS.
- PREPARE REPORTS FOR DAMAGES AND DISCREPANCIES OF STOCKS.

▪ **REPORTING OFFICER:** STORE SUPERVISOR.

### **➤ FEBRUARY 2012-MARCH 2012 (PART-TIME/ DURING SEMESTER BREAK)**

**PROMOTER FOR HUSH PUPPIES (SHIRT) AT SOGO (KL) DEPARTMENT STORE SDN. BHD.**

- IDENTIFY INTERESTED AND QUALIFIED CUSTOMERS IN ORDER TO PROVIDE THEM WITH ADDITIONAL INFORMATION.
- KEEP AREAS NEAT WHILE WORKING, AND RETURN ITEMS TO CORRECT LOCATIONS FOLLOWING DEMONSTRATIONS.

▪ **REPORTING OFFICER:** SALES SUPERVISOR.

- **AUG '12 – SEPT '12 / FEB '13 – MARCH '13 / AUG '13 – SEPT '13 / FEB '14 – MARCH '14  
(PART TIME / DURING 4 CONSECUTIVE SEMESTER BREAKS)**

**DATA ENTRY CLERK AT PRUDENTIAL ASSURANCES MALAYSIA BERHAD.**

- INPUTTING CUSTOMER AND ACCOUNT DATA FROM SOURCE DOCUMENTS WITHIN TIME LIMITS.
- COMPILING, VERIFYING ACCURACY AND SORTING INFORMATION TO PREPARE SOURCE DATA FOR COMPUTER ENTRY.
- REVIEWING DATA FOR DEFICIENCIES OR ERRORS, CORRECTING ANY INCOMPATIBILITIES AND CHECKING OUTPUT.

- **REPORTING OFFICER: TEAM LEADER**

- **FEBRUARY 2015 – APRIL 2015 (INTERNSHIP) / AUGUST 2015 – SEPTEMBER 2015  
(PART TIME/ DURING SEMESTER BREAK)**

**ASSISTANT COMPANY SECRETARY AT SUFI MANAGEMENT SERVICES.**

- ASSIST THE COMPANY SECRETARY IN ALL ASPECTS OF CORPORATE SECRETARIAL DUTIES AND FUNCTIONS WHICH INCLUDE :-
  - PREPARATION AND LODGEMENT OF STATUTORY RETURNS AND DOCUMENTS TO THE COMPANIES COMMISSION OF MALAYSIA (CCM) WITHIN REGULATORY DEADLINE.
  - MAINTAIN AND UPDATE STATUTORY RECORDS INCLUDING COMPANY REGISTERS, RESOLUTIONS, MINUTES AND RETURNS IN COMPLIANCE TO COMPANIES ACT.
  - LIAISE WITH CCM, SOLICITORS AND AUDITORS TO ENSURE ALL DOCUMENTS PREPARED ARE COMPLIED WITH THE STATUTORY REQUIREMENTS.
  - SCHEDULE FOR BOARD AND MEMBERS MEETINGS INCLUDING PREPARATION OF NOTICE AND AGENDAS AND ALSO DOCUMENTING THE PROCEEDINGS OF MEETING.
  - PREPARE MINUTES AND RESOLUTIONS OF BOARD AND MEMBERS MEETINGS
  - ASSIST IN AD-HOC ASSIGNMENTS AND ADMINISTRATIVE MATTER.

- **REPORTING OFFICER: COMPANY SECRETARY.**

➤ **JAN 2016 – JUN 2016 (PART-TIME)**

**CASHIER AT TESCO STORE (MALAYSIA) SDN. BHD. SEREMBAN 2.**

- MANNING THE CASH REGISTER AND HANDLING CASH TRANSACTIONS WITH CUSTOMERS.
- SCANNING GOODS AND COLLECT PAYMENTS.
- ISSUING RECEIPTS, REFUNDS, CHANGE AND COUPONS CLAIM.

- **REPORTING OFFICER:** SENIOR SUPERVISOR.

➤ **JULY 2016 – SEPTEMBER 2016**

**ADMIN STAFF AT HOME FAMILY SDN. BHD. (SAMSUNG AUTHORISED SERVICE CENTRE).**

- SCREENING CALLS, MANAGING SERVICES SCHEDULE, PLANNING SERVICE APPOINTMENTS, MEETING AND EVENT ARRANGEMENTS.
- PREPARING REPORTS AND FINANCIAL DATA.
- TRAINING AND SUPERVISING OTHER TECHNICAL AND SUPPORT STAFF.
- CUSTOMER RELATIONS.

- **REPORTING OFFICER:** HUMAN RESOURCES MANAGER

➤ **OCTOBER 2016 – JANUARY 2017**

**CUSTOMER MANAGEMENT CONSULTANT (TELEMARKETING) AT UNITED TELESERVICES MARKETING SDN. BHD.**

- CALLS PROSPECTIVE CUSTOMERS.
- INFLUENCES CUSTOMERS TO BUY SERVICES AND MERCHANDISE.
- PREPARE PRODUCT INFORMATION AND PRICE QUOTATIONS FOR POTENTIAL BUYERS.

- **REPORTING OFFICER:** TEAM LEADER.

➤ **FEBRUARY 2017 – PRESENT**

**TEAM LEADER/ SUPERVISOR AT ORINS GROUP INTERNATIONAL.**

- LEADING A SALES TEAM CONSIST OF 2-3 PEOPLE AT A DESIGNATED AREA THAT HAVE BEEN DECIDED BY REGIONAL MANAGER. OUR FOCUS IS ON KLANG VALLEY AREA.
- SET UP PROMOTIONAL BOOTH AT EVENT LOCATIONS.
- MARKET PRODUCT TO CLIENTS OR COMPANIES WHO SHOW INTEREST FOR THE PRODUCT.
- DEMONSTRATE HOW PRODUCT IS BEST-USED.
- DISTRIBUTING PRODUCT SAMPLES, BROCHURES, FLYERS ETC, TO SOURCE NEW SALES OPPORTUNITIES.
- REVIEW TEAM AND INDIVIDUAL PERFORMANCES.
- MOTIVATE THE SALES TEAM TO ACHIEVE TARGET.
- COACHING AND FACILITATING NEW SALES TEAM.
- TRAINING AND COMMUNICATION.
- PREPARE DAILY/ WEEKLY/ MONTHLY SALES AND INVENTORY REPORT.
- ATTENDING WEEKLY/MONTHLY GROUP SALES MEETING AND TRAINING.

- **REPORTING OFFICER:** REGIONAL MANAGER.

**OTHERS**

**EXPECTED SALARY:** RM 2,500– RM 2,800

**AVAILABILITY:** IMMEDIATELY

**OWN TRANSPORT:** YES

**MY CAREER AMBITION:** TO ENHANCE MY CAREER DEVELOPMENT IN A MORE CHALLENGING CORPORATE WORLD GLOBALLY.

**REFERENCES**

**PUAN ROSLINA M. JAMIL**  
**(COMPANY SECRETARY)**  
**SUFI MANAGEMENT SERVICES**  
NO.5, JALAN SULAIMAN 3,  
TAMAN PUTRA SULAIMAN,  
55100 AMPANG, SELANGOR, MALAYSIA.  
**(012-4612215)**

**MADAM LUCY (KWON MI RAN)**  
**(FOUNDER/ DIRECTOR)**  
**HOME FAMILY SDN. BHD.**  
LOT 88 & 89, GROUND FLOOR,  
GALAXY AMPANG SHOPPING CENTRE,  
JALAN DAGANG 5, TAMAN DAGANG,  
68000 AMPANG, SELANGOR, MALAYSIA.  
**(019-3985404)**