

Norsyazwani binti Ahmad Jalal
C1-2-2, Jalan Anggerik Vila 1/2,
Taman Anggerik Vila, 43000 Kajang, Selangor
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wanijalal@gmail.com



Education

Universiti Teknikal Malaysia Melaka
Bachelor Technology in Marketing (Technology Management)
CGPA: 3.25

Politeknik Sultan Salahuddin Abdul Aziz Shah, Shah Alam
Diploma in Marketing
CGPA: 3.29

Sekolah Menengah Teknik Kajang
SPM: 1A 4B 4C

Working Experiences

Intan Jauhar Sdn Bhd: Procurement Clerk (Mac 2016-Aug 2016)

- Searching the potential supplier and manage the quotation for client
- Dealing any supplier to ask the offering price from listed item for client

NBS Services: Administrative Assistant (Aug 2012-Aug 2013)

- Manage the quotation in catering service for government and private sectors and individual customer. E.g.: fax and email quotations
- Collecting and recording all purchasing receipts on raw material and other related to catering services in order to manage money flow

Plus Order Sdn Bhd: Marketing Clerk (Nov 2010-Apr 2011)

- Searching and obtain a new tender
- Listing the potential supplier and select best supplier to perform the selling task of maintenance tools such as paints, toilet chemicals, etc
- Wrote report to display the performance of maintenance services in every KTM station

Curriculum Activities

Jawatankuasa Kolej Kediaman Sri Utama : Sport and Recreation Exco

16 May 2015 Badminton Matches for Ladies (Directors)
01 Sept 2015 Open Day Sri Utama (MHS 2015/16) (Committee Members)
21 Feb 2015 Open Day Sri Utama (SEM 2 2014/15) (Committee Members)

Business Plan Competition

28 Oct 2015 UTeM Young Entrepreneurial Investors 2015, Social Entrepreneur (4th Place)
20 Nov 2015 “R2B” Competition (Consolation)
04 Oct 2017 Idea Hack Business 2 (First Place)

Skills **Microsoft Word, Excel, PowerPoint and Publisher**

References **Dr. Sentot Imam Wahjono**
Universiti Teknikal Malaysia Melaka
+6017-6211347

Encik Johari Abd Razak
Chief Executive Officer, Dynacorp Alliance (M) Sdn Bhd
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