

## MOHD AZWAN BIN ADAM



D.O.B : 15-Jun-1989

Health : Excellent

I/C No. : 890615-01-5821

Status : Married

Passport No. : -

Nationality : Malaysian

Address : No. 47 Jalan Bayu 8/3 Taman  
Nusabayu 79200 Nusajaya  
Johor

Mobile No : +6017-7328252

Email : [azwan.ewan@outlook.com](mailto:azwan.ewan@outlook.com)

Expected Salary : [RM3500](#)

### CAREER OBJECTIVE

Seeking for a challenging career in Marketing and gaining experience in the field to utilize my organizational and marketing skills, in order to increase productivity of the organization and seeking a challenging and dynamic position with a growing firm to add some value for the better growth and profit of the organization along with developing my knowledge and selling skills.

### EDUCATION BACKGROUND

- 2016 : **Diploma in information System Administration**  
Kolej Teknologi Suria  
Johor
- 2016 : **Sijil Kemahiran Tahap 3 Office Management Supervision**  
Kolej Teknologi Suria  
Johor
- 2016 : **Sijil Kemahiran Tahap 2 in Office Management**  
Kolej Teknologi Suria  
Johor
- 2005 - 2006 : **Sijil Pelajaran Malaysia (SPM)**  
Sekolah Menengah Kebangsaan Sri Tebrau  
Johor

## EXPERIENCE

### **KENWOOD ELECTRONICS (M) SDN BHD**

(2007 untill 2011)

Johor, Malaysia

Position : Part Controller

- Job Description
- Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual-worker production sheets, following prescribed recordkeeping procedures, using recordkeeping procedures, using typewriter, computer terminal, and writing instruments.
  - Calculates factors, such as types and quantities of items produced materials used, and amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator.
  - Maintains files of documents used and prepared.
  - Compiles from customer orders and other specifications detailed production sheet or work tickets for use by production workers as guides in assembly or manufacture of product.
  - Holder of ISO14001 Awareness certificate.
  - Holder of CWM Compliance Waste Management certificate.

### **YES SUPPORT SERVICE SDN BHD**

(2011 - Present)

Johor, Malaysia

Position : Sales Advisor

- Job Description
- Set individual sales targets with sales team delegate responsibility for customer accounts to sales personnel.
  - Co-ordinate and monitor online sales activity.
  - Control expenses and monitor budgets.
  - Recruiting, training, managing and motivating staff to ensure efficiency and to increase sales.
  - Promoting brands and auditing the performance of key product line.
  - Ensuring that new stock is ordered, received in time and that it is put on display as required.
  - Ensuring that premises and service levels are maintained to company standards.
  - Dealing with customer complaints.
  - Ensuring the safety and security of staff and customers.
  - Ensuring compliance with all health, safety and legal requirements.

## **SKILLS AND ABILITIES**

- Good in spoken and written in English and Malay.
- Good interpersonal and communication skills.
- Good in leadership and teamwork.
- Willing to travel and relocate anywhere.
- Ability in computer application and information technology  
(Proficient in Microsoft Office) Internet Explore ability.
- Ability to priorities and multitask.
- Attention to details.
- Fast-learner.
- Team working, motivational and leadership skills.
- Commercial acumen.
- Customer focus.
- Numeracy and it skills.

## **REFERENCE**

- 1) En Mohd Fauzi Bin Sukiman  
Sales Leader  
Cubo Sdn Bhd  
Plaza Angsana Johor  
Office No. : 07-2346750  
Tel No. : 018-9793231
- 2) En Taufic Bin Abd Rahman  
Sales Advisor  
Cubo Sdn Bhd  
Plaza Angsana Johor  
Office No. : 07-2346750  
Tel No. : 019-7572077