

# NOR AMILA BINTI NORIZAN

Purchasing Clerk



+6012-450 9651



[amilanor92@yahoo.com](mailto:amilanor92@yahoo.com)



Amila Norizan



No. 6, Lorong Penaga 19,  
Taman Penaga, 13100 Penaga,  
S.P.U, Pulau Pinang.

## ABOUT ME

"Able to effectively work with and motivate others, and also works well independently. Developed excellent teamwork capabilities through group projects and assignments allocated throughout my years of studies and involvement in various clubs and societies over the years. Practitioner of punctuality, as strongly believe that it facilitates planning as well as enhances productivity."

I am 160 cm height with 65 kg weight. Looking for challenge experience and salary RM2000 - RM2500. I am willing to travel according to job requirements. Driving license B2 & D.

## REFERENCE 1

### THEN SIEW LIAN

Supervisor of Purchasing Department  
Mattel (Malaysia) Sdn. Bhd.  
Tel : +064-382 7214  
Mobile : +6012-468 8813

## WORKING EXPERIENCE



**MATTEL (MALAYSIA) SDN. BHD.**  
PURCHASING CLERK, JAN 2016 - PRESENT

Mattel is a one of giant multinational company that manufacturing toys. I'm responsible to assist the buyer in purchase and service orders, filing the quotation, follow up with supplier to obtained necessary documents and update the Chemical Management Database (CMD) into system.

Salary : RM 1,200



**BERTAM PROPERTIES SDN. BHD.**  
INDUSTRIAL TRAINEE, AUG - DEC 2015

Bertam Properties is one of the well-known developer in Penang. I was trained as a good marketer there, learn how to approaches customers, handling the marketing event, preparing the necessary documents, joining the marketing event and so on.

Allowance : RM300



**EDARAN UTAMA SDN. BHD.**  
SALESPERSON, NOV 2013 - MAC 2014

Edaran Utama is one of a business that selling beauty and health products. My duties included customer communication, customer assistance, demonstrating product knowledge and completing transactions. Other than that, I have to greeting the customers, assessing needs and answering questions.

Salary : RM800

## COMPUTER SKILLS

### MICROSOFT OFFICE SUITES

### SPSS

### VIDEO EDITING

## SOFT SKILLS

### LEADERSHIP

### COMMUNICATION

### TIME MANAGEMENT

### ABILITY TO WORK UNDER PRESSURE

### DECISION MAKING

## EDUCATION BACKGROUND



**BBA (HONS.) MARKETING**  
UNIVERSITI TEKNOLOGI MARA, PERLIS

Completed degree in Business Administration major in Marketing (Hons.) with CGPA 3.38. Completed final year project dissertation entitled "Consumers Attitude towards Viral Marketing in Mainland, Penang".

**BACHELOR DEGREE 2016**



**DIPLOMA IN BANKING**  
UNIVERSITI TEKNOLOGI MARA, PERLIS

Completed diploma in Banking with CGPA 3.13.

**DIPLOMA 2014**



**SCHOOL**  
SEK. MEN. KEB. SRI MUDA  
BM - A, BI-B. MATH- B

**SPM 2009**

## ACHIEVEMENTS

|  |         |
|--|---------|
| Assistant Tresurer of BISMARCK                                   | 2015    |
| EXCO of BISMARCK   | 2015    |
| Committee Members of Enterprenuer Activities (Convocation Event) | 2014    |
| Committee Members of Social Service Event                        | 2014    |
| Participant of i-IDEA Competition                                | 2013    |
| Committee Mmbers of Residential College, UiTM Perlis             | 2013    |
| EXCO of BANKERS  | 2012    |
| Project Manager of Majlis Berbuka                                | 2012    |
| Champion of Soft Ball (SUKOL)                                    | 2012012 |

## LANGUAGES

MALAY

ENGLISH

## REFERENCE 2

### IMA ILAYANI DATO' HAJI IBRAHIM

Lecturer / Course Coordinator / FYP Supervisor  
Universiti Teknologi Mara, Perlis.  
Tel : +064-988 2505  
Tel : +064-988 2526