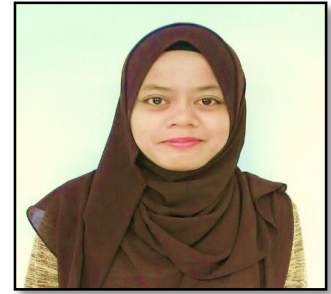


**FARRAH AMALINA BINTI RAZELAN**  
941212-01-XXXX  
23 years old, Muslim, Malaysian  
**No. 414, JALAN USAHA 28, TAMAN SRI LAMBAK, 86000,**  
**KLUANG, JOHOR.**  
[farrahmalina94@gmail.com](mailto:farrahmalina94@gmail.com) 017-7970457



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## 1. WORK EXPERIENCE

### **CHROMIUM RESOURCES SDN BHD -INTERNSHIPS PRACTICAL-**

- Duration: 16 Jan – 5 June 2017 (5 months)

**Position: Assistant Recruitment**

- Assist Training & Recruitment Executive in recruitment activity
- Conducts external searches through strategic sourcing (networking, cold-calling, etc)
- Develops and implements sourcing strategies to find and attract desired passive candidates
- Identifies and researches new potential company
- Connecting with candidate to screen their suitability and availability
- Posts jobs as requires on multiple sourcing channels
- Develops and maintains a strong candidate pipeline
- Fully documents candidate information in Microsoft word and ensure strong candidate engagement
- Do the filling and scanning the required files or document in order to fax to the customer/company.

**Position: Sales and Marketing**

- Do a part-time at the kiosk as a steamboat seller.
- Initiate and maintain good working relationships with buyer/customer.
- Preparing the food based on customer requirement.
- To organize, coordinate & participate in marketing & promotional activities pertaining to customer requirement and promote the vacancy.
- Sharing the information regarding the food or suggestion with the manager.
- Meeting sales target and performs others duties as assigned.

**Position: Contract & Procurement Executive**

- Handling the vendor or tender registration according the company requirement.
- Handling **request for information (RFI)** and **request for quotation (RFQ)** for the company
- Engage with the supplier or manufacturer based on the company requirement.

OSEMAND TRADING (Part Time since 2014 until 2016)

- Position: **Admin Purchasing Clerk**
- Prepare Purchase Order, Delivery Order, Quotation & Invoices for the clients.
- Handling with the clients order or requirement
- Find the potential clients and promote our product as a supplier.
- Manage the filling and handling the account for the operation activities.

**PARKSON KLUANG MALL (June-July 2014)**

- Position: **Part-time Promoter Nicole**
- Handling on customer requirements during warehouse sales.
- Doing the process of recorded the customer purchase on receipt.

## **2. EDUCATION**

UNIVERSITI TUN HUSSEIN ONN MALAYSIA (UTHM), JOHOR

- BACHERLOR's DEGREE OF TECHNOLOGY MANAGEMENT with HONOUR
- MAJOR in TECHNOLOGY MANAGEMENT/BUSINESS/ACCOUNTING/MANAGEMENT
- Graduated on October 2017
- CURRENT CGPA 3.46/4.00

MALACCA MATRICULATION COLLEGE

- ACCOUNTANCY
- CGPA: 3.36/4.00
- GRADUATE ON APRIL 2012

SEKOLAH MENENGAH KEBANGSAAN BANDAR T6, KLUANG, JOHOR

- SIJIL PELAJARAN MALAYSIA (SPM)
- RESULTS: 5A's 2B's 2C's
- 2011

SEKOLAH MENENGAH KEBANGSAAN BANDAR T6, KLUANG, JOHOR

- PENILAIAN MENENGAH RENDAH (PMR)
- RESULTS: 3A's, 5B's

## **3. AVAILABILITY**

- Having own transport
- 3 weeks (13 June 2017)
- Expected Salary : MYR 1500- MY 1800 (Negotiable)

## **4. SKILLS**

| <b>Language</b> | <b>Spoken</b>    | <b>Written</b>   |
|-----------------|------------------|------------------|
| • English       | Average (7/10)   | Average (7/10)   |
| • Malay         | Excellent(10/10) | Excellent(10/10) |

MS Office word, MS Excel, MS Publisher, MS Power Point, Linkedin, SPSS Software, Designmantic, Paint, ...

## 5. ACHIEVEMENT

| Description  | Data achieved  | Details       |
|--|----------------|---------------|
| LCCI Level 2 (Bahasa Melayu)   | Dec 2011       | Participant   |
| Pertandingan Project 'Costing Plan'  | March 2013     | Participant   |
| Program Gemilang Sembrong  | February 2014  | Participant   |
| Annual Camping Kor SUKSIS UTHM   | January 2014   | Participant   |
| Ramah Mesra Seranta FELDA  | March 2014     | Participant   |
| Award Dean List Semester 2   | 2013/2014      | Dean List     |
| Pertandingan Kawad Kaki Badan Beruniform                                     | August 2014    | Participant   |
| Voluntary Service of Nepal Earthquake Relief Fund Raising                    | June 2015      | Volunteer     |
| Car Boot Sales   | August 2015    | Participant   |
| Urusetia Majlis Perbarisan Tamat Latihan & Penyampaian Sijil Kor SUKSIS IPTA | August 2015    | Participant   |
| Program Perarakan Town & Gown 2015   | September 2015 | Participant   |
| Award Dean List Semester 5   | 2014/2015      | Dean List     |
| Annual Camping Kor SUKSIS UTHM   | November 2015  | Participant   |
| Latihan Tembak Tahunan Senjata M16 & REVOLVER .38                            | Disember 2015  | Participant   |
| Final Year Project 1   | June 2016      | B+            |
| Latihan Asas Sukarelawan Polis Siswa/Siswi                                   | August 2016    | Inspektor SSP |
| Final Year Project 2   | February 2017  | A-            |
| Award Dean List Semester 7   | 2016/2017      | Dean List     |

## 6. REFERENCES

| Name                                  | Designation   | Contact No. |
|---------------------------------------|---|-------------|
| Prof. Madya Dr. Patmawati Bin Ibrahim | Head of Department<br>Faculty Technology<br>Management and Business | 013-3057545 |
| Nurul Shamierah Bt Mohd Nor           | Training & Recruitment<br>Executive                                 | 013-9442818 |