



Rose Mato

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Uma Seping
Long Bala
96950 Belaga
Sarawak

Career Objective

Has a high work ethic. Seeking position as an executive administrative assistant to be able to provide knowledge and ideas towards the direction of better organization.

Education

BA Administrative Science (Hons), Universiti Teknologi MARA (UiTM), May 2015

Work Experience

SL1M Trainee at Chemical Company of Malaysia Berhad (CCM), K.Lumpur
September 2016 – September 2017

- Managed to answer 99% of incoming calls per day in Receptionist Department.
- Successfully updated the stationery stock in the Office Services Department within 2 days (expectation 5days).
- Supported the Procurement Department in updating database such as update the Security Service Agreement, Service Contract Listing, list of Purchase Order (PO) and etc.

Trainee Supervisor at T3 Trading (Hand phone), Bintulu
February 2016 – September 2016.

- Successfully sold 90% of hand phones per month to customers thereby achieving sales target and monthly commissions.
- Achieved 85% monthly target for selling the SIM cards to the customers by convincing them to utilize the SIM card products and services.
- Registered about 300 SIM cards per month to achieve the sales target and monthly commissions.
- Successfully completed 90% of the problems associated with customers.

Receiving Clerk at Hon Lee Supermarket, Kuching
May 2015 – December 2015.

- Supported company in receiving stocks from suppliers to achieve the sales target and bonuses per month.
- Managed to handle 90% of problems on stock received without referring to the upper management.
- Successfully handled 98% of the problems associated with suppliers.