



SALMILA NADIA BINTI MOHAMAD SABRI

CONTACT

PHONE NO: 017-4501800

ADDRESS : No 142 Batu 4 1/2 Jalan

Siakap 34350 Kuala Kurau Perak

EMAIL: salmilanadia@gmail.com

PERSONAL PARTICULARS

AGE: 24 Years old

MARTIAL STATUS: Single

DATE OF BIRTH: 14 November 1994

IC NUMBER: 941114085634

EDUCATION

BACHELOR OF MANAGEMENT, MAJOR IN MARKETING
UNIVERSITI SAINS MALAYSIA, PULAU PINANG
2013-2017

FOUNDATION IN ACCOUNTING
KOLEJ MATRIKULASI PERAK, GOPENG PERAK
2012-2013

SMK SRI KURAU, KUALA KURAU PERAK
PURE SCIENCE
2007-2011

WORKING EXPERIENCE

ONLINE SALE OFFICER
FEEQ FABRIKA SDN BHD (BYNURHAFIZAH). PARIT BUNTAR
PERAK
AUGUST 2017-PRESENT

- Selling product to customer through Facebook andWhatsapps
- Managed social media accounts Facebook and Instagram to reply any enquirers from customers
- Maintains relationships with customer by promoting new product, and guidance, researching and recommending new opportunities, and service improvements

SALE & CUSTOMER SERVICES INTERN
AEL ENGINEERING SDN BHD, PARIT BUNTAR PERAK
MAC 2017 - JUNE 2017

- Update pricing material part for customer
- Carry out simple documentation for ECN/NPI project
- Help officer prepare delivery order, invoice and EDI

FREELANCE GRAPHIC DESIGNER
2014-2017

- Part time graphic designer for local business
- Making poster, banner, logo, info graphic and advertisement for various organization and individual

SKILLS

- Adobe Photoshop
- Adobe Illustrator
- SAP GUI
- Biztrak MSB
- Microsoft Excel
- Microsoft Power Point
- Copywriting
- Marketing Planning
- Interpersonal
- Leadership

EXTRA CURRICULAR

PROJECT DIRECTOR

TALK SERIES WATER WARIOR KAMPUS SEJAHTERA, USM
APRIL 2015

- Planning strategic plan to ensure program achieve the objective of program
- Coordinate the committees members to ensure that all events are delivered on the time
- Make a report after finish of the program to measure the effectiveness of pogram

HEAD OF SOCIAL MEDIA DEPARTMENT

SKRETARIAT KAMPUS SEJAHTERA, USM
SEPT 2016-MAY 2017

- Planning and update content in Facebook and Instagram Kampus Sejahtera
- Delegate poster design task to committee members by program
- Monitor quality poster design of the committee members

HEAD OF WATER SUSTAINABILITY DEPARTMENT

SKRETARIAT KAMPUS SEJAHTERA, USM
SEPT 2015- MAY 2016

- Planning program and event related water sustaianiability for one year
- Monitor all program and event to ensure raise water sustainability awareness to USM community
- Handle any conflicts and problem on department to meet resolution and improvement

REFERENCE

MR. TAUFIK IBRAHIM

CEO FEEQ FABRIKA, PARIT BUNTAR PERAK
NO 29 TINGKAT BAWAH, JALAN BESTARI, PUSAT BANDAR FASA 2
34200 PARIT BUNTAR PERAK
TELEPHONE: 018-5799123 / 05 717-9919

MR. SHAFIQ RAMLAN

EX- ADVISOR OF SKRETARIAT KAMPUS SEJAHTERA, USM
UNIVERISITI SAINS MALAYSIA, PULAU PINANG
TELEPHONE: 011- 11106122