

SITI SOFIAH MOHD RAFI

Personal info

First name: SITI SOFIAH
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Goals

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

Work experiences

Asia Metropolitan University Cheras	Marketing Executive Handle student inquiries and recruit students Work closely with the Student recruitment agents in other countries to bring International students Handle follow ups with students or agents in process of enrolling Generate new potential student recruitment agents, new collaboration with other colleges and work closely with Media to create branding and awareness about the university.	02/2014 – 05/2016
Hospital Sungai Long Cheras	Customer Service Officer Assist front counter staff on the daily basis task Handle phone calls and inquiries from patients/relatives/vendors Conduct patient satisfaction survey and generate the outcome	01/2013 – 02/2014

Education

Asia Metropolitan University Malaysia	Master in Business Administration	02/2014 – 12/2015
Asia Metropolitan University Malaysia	Bachelor in Healthcare Management (Hons)	10/2010 – 01/2013
Masterskill University College of Health Science Malaysia	Diploma in Healthcare Management	07/2007 – 10/2010

Language & Software Proficiency

Language

English ●●●●○
Malay ●●●●○

Software

Microsoft Office ●●●●○
Hospital Information System- Centium ●●●○○
Student Management System- Baracuda ●●●○○