

## RASYIDAH BINTI ZAKARIA

CURRENT ADDRESS : KEPALA BATAS, PENANG PERMANENT ADDRESS : BALING, KEDAH

Phone : 013-5201802 ▪ E-mail : rasyidah0516@gmail.com



### Objectives

To expand my career knowledge by seeking a position that allow me to utilize my experience & skills in the environment that will allow me for personal growth as well as career advancement.

### Experience

Marketing Executive ▪ Feb 2017 - Present

Talent Suites Sdn Bhd ▪ Bertam, Kepala Batas

- To liaise and discuss with Marketing Team in running the **Corporate Training** as scheduled.
- To do marketing on **Workshire** by promoting Workshire's packages on Job Posting, Resume Search and Advertisement Slot.
- Develop a planning on training room rental.
- Preparing and updating client's inventory.
- As a **Graduate's Management Leader** for SLIM-Green Programme Khazanah Nasional.
- Responsible on sourcing the graduates for SLIM-Green Programme Khazanah Nasional.
- To do **Head Hunting** by finding the right candidate for vacancy's requested.
- Participating in job fair to create awareness on our services provided.

Marketing Executive (SIIM Khazanah) ▪ June 2016 – September 2016

Rahilah Camel Groups ▪ Bertam, Kepala Batas

- Handling an online marketing by promoting company's product in social media.
- Doing telemarketing to market the company's services.
- Preparing database of target company to be approach.
- Responsible to do SOP of the printing department.
- Approaching SME company in the event.
- Revising the product price and setting up a new price for the services.
- Producing new service, Red Card: Pakej Kad Kahwin
- Participate in 'Karnival Kahwin' to promote Red Card

Admin Clerk ▪ Jan 2016 – May 2016

MBO Enterprise ▪ Baling, Kedah

- Responsible for filing system management.
- To do daily report of the staff duty.
- To provide daily activities to the branch office of Environment Idaman.
- Responsible in calculating staff's wages.

Industrial Training ▪ Aug 2015 – Nov 2015

Kementerian Kemajuan Luar Bandar dan Wilayah Kedah (KEDA Zon V) ▪ Baling, Kedah

- Assisting in clerical tasks.
- Participate in Kem Belia in collaboration with AADK Baling.
- Preparing script and become MC of the closing ceremony.

### **Skills**

- Microsoft Office : Word, Excel, PowerPoint
- WordPress
- Multitasking

### **Education**

Universiti Teknologi Mara (UiTM) Arau, Perlis

2014 - 2016 ▪ BBA (Hons) Marketing

Universiti Teknologi Mara (UiTM) Merbok, Kedah

2010 - 2013 ▪ Diploma in Business Studies

### **Reference**

Puteri Nor Hamidar bt Megat Salleh

Managing Director

Talent Suites Sdn Bhd

No. 45, 1<sup>st</sup> Floor, Jalan Dagangan 3,

Pusat Bandar Bertam Perdana,

13200 Kepala Batas,

Penang.

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