

BALQIS BINTI ERMAN SURIADY

Bachelor of Business Administration in Marketing Hons

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Career Objectives

Fast learner and always look for opportunities. To achieve desired target by department include company goals.

Experiences

- Currently : ***Berjaya Waterfront Johor Bahru*** as a **Operations & Security Assistant.**
Basic salary : RM 1648.00 (Not include over time claim)
Job Scope:-
Assist to prepare duty Roaster for Outsources staff.
Checked punch card and attendance for security and Auxiliary Police,
Filling all daily report
Prepared / calculated monthly payment for outsources staff.
Prepared monthly claim (Overtime/ medical / expenses)
Resolve problem matters affecting security and Auxiliary Police staff.
Assist Head of Department to handle operation staff (Security in house / Outsources and Auxiliary Police)
Prepared all memo approval related with security department , Outsourc and Auxiliary Polices.
Record staff leave (Auxiliary Police / In House security / Super Force)
Found a few supplier and get the quotation.
- 2016 : ***Tenaga Nasional Berhad (TNB)*** as a pratical student in Business Communication and Marketing Department
TNB Yahya Awal, Johor Bahru.
Job Scope:-
Identify the problem issue by 12 station of TNB branch in Johor
Analysed all budgeted and market analysis for each branch Johor
Check all sales amount by 12 stations in Johor (Profit / Losses) .
Perform proper filling for all report
Identify problem matters and issue face by 12 station TNB in Johor
- 2014 / 2015 : Part – time : ***Kit – Kat Promoter at Smart Midas Tebrau, Johor.***
: Seasons Soy Promoter at Galeria “Kota Raya”
Job Scope:-
Promoted and sales all product to customer
Achieved target sales.
Identify target customer and tackle them to buy our product.
Arrange product display and maintain a tidy sales area.

2011 : Full – time : **Cashier at Shell Suria Services Sdn Bhd**
 To assist all processed payment on purchases a fuel and other product inside the station whether using credit or cash.
 Performed record and bookkeeping at the end of shift.
 Solve customer issue

Educatations

2013 - 2016 : **Universiti Tenaga Nasional (UNITEN)**
 Bachelor Business Administrations in Marketing (Hons)
 GPA : 2.98 and CGPA : 2.56
2011 - 2012 : **Universiti Tenaga Nasional (UNITEN)**
 Foundation in Business Administrations and Marketing
SMK. Bandar Baru Uda (SMKBBU)
2009 - 2010 : SPM Level
SMK. Taman Puteri Wangsa (SMKTPW)
2006 - 2008 : PMR Level

Skills

Mircosoft Office : Microsoft Word, Micorsoft Excel, Power Point
 Search Engine : Google Chrome, Mozilla, Internet Explore
 Social Media : Facebook, Instagram, Twitter and Youtube

Achievement

UNITEN : Head Bureau for “Ekonomi & Keusahawanan PSSCM”
 Certificated for PSSCM exam for whole Malaysia
 SMK. Bandar Baru Uda : Prefect School from 2009 until 2010
 Certificate for completion shool at SMKBBU
 & Certificate for (PAFA) “*Fardhu Ain*”
 Certificate for English and Melay language
 SMK Taman Puteri Wangsa : Certificate for Art and Design Visual
 Certificate for Assistant class Leader
 Certificate for Prefect Librarian
 Certificate for Prefect at ICT
 Certificate for excellent attendance January 2008 and January 2009

Curricular

Uniten : Head Bureau for PSSCM club
 Head Bureau for Demostration of PSSCM club
 Candidate for “*Kursus Persijilan Taksiran Zakat*”
 Carnival Jom Bestari Heboh
 Bureau for new intake student PSSCM
 Candidate for Netball
 SMK. Bandar Baru Uda : Candidate for Cheerleading National Level

Reference

Ms. Norayanti Binti Sulaiman : Secreatary of Company Director
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 019 - 7539221
 En. Sardon Bin Mohammad : Senior Administrative PP&P
Sardonmo_tnb@yahoo.com.my
 En. Zulkeflee Bin Abd Razak : Senior Lecturer Marketing Department UNITEN
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