

RESUME

PERSONAL DETAILS

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MARITAL STATUS : Single
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CAREER OBJECTIVE

To build a career in Management field and contribute my knowledge, skills and competencies gained in related field. Moreover, I want to be employed and experienced in a progressive and innovative work environment that will fully utilize my current skills with opportunities for advancement.

EDUCATION BACKGROUND

Bachelor in Business Administration (Hons) Marketing Management
Universiti Teknologi MARA (UiTM) Pulau Pinang
CGPA: 3.46
MARCH 2014-JAN 2017

Diploma in International Business
Politeknik Melaka, Melaka (PMK)
CGPA: 3.60
JUNE 2010-DEC 2012

SKILL AND CAPABILITIES

1) LANGUAGE PROFICIENCY

LANGUAGE	SPOKEN	WRITTEN
Malay	Excellent	Excellent
English	Good	Good

2) COMPUTER APPLICATION

Extensive Experience With Microsoft Office Word, Excell, Power Point

WORKING EXPERIENCES

INDUSTRIAL TRAINING AT PLEXUS MANUFACTURING (ISLANDVIEW) SDN. BHD. (JULY 2016 - NOV 2016 / 4 MONTHS)

- Hiring process: Involve with the activities in the process of hiring new employees for example deal with the working agency and set up the interview session. Moreover, process is also involve with the training and orientation time.
- P-file Management: Arrange files according employees number in order to easy look up and space saving.
- Locker & Key Management: Involve with the locker and key arrangement given to new hire employees.
- Canteen Management: Deal with the canteen workers regarding any issues arrive such as the meeting schedule, price listing and menu at canteen.
- Transport & Overtime Management: Arrange transport report and schedule for transporter due to effectiveness and arrangement of food with the canteen regarding total workers on duty.
- Key in employee's data in Workday System: Accuracy is needed in order to key in data in system to easy access and to minimize error.

ACCOUNT CLERK AT KILANG BIHUN BERSATU SDN BHD (KBB)

- Key in data in UBS accounting system regarding the customers' order.
- Print Purchase Order / Debit Note / Credit Note referring to salesman note.
- Handle salesman's sales account. Balancing is very needed in order to organized the account. All payment need to be settle and updated to salesman for them to take further action.

INDUSTRIAL TRAINING AT FELDA RUBBER INDUSTRIES SDN BHD TELOI KANAN (FRISB) (DEC 2010 - JUNE 2011 / 6 MONTHS)

- Key in employees' data in SAP system, regarding their leave and others.
- Manage documents in office to make sure the organization is perfect and can easy access to it.
- Manage customers problem in office and deal with workers and other agency about payment due to their services.

PERSONAL ACHIEVEMENTS

Anugerah Pingat Ketua Jabatan Perdagangan (Semester 2 – 6)	2011 - 2013
Treasurer Of Commerce Department (Semester 3)	2011
Bachelor of Business Administration (Hons) Marketing Dean's Award	2014 & 2016

PARTICIPANT: Grads Sales Day event at MYDIN Bertam, Penang Faculty of Business Management (Marketing) <i>Able to develop skills on how to promote products and attract customers to purchase.</i>	2015
FACILITATOR: "Consumer Trend Canvas" Creative & Innovative Sharing Session Faculty of Business Management (Marketing)	2015
PROMOTION COMMITTEE: "Young Entrepreneurs Journey" event at MYDIN Bertam, Penang Faculty of Business Management (Marketing) <i>Able to develop skills how to promote products and attract customers to purchase.</i>	2015

ADDITIONAL INFORMATION

Strength: Enthusiastic, initiative, creative, innovative, curiosity, team player, hard worker, problem solver, adaptive, responsible.

I am energetic and enthusiastic with aims to succeed and committed in any work assignment.

I am looking forward for a job that is challenging in terms of skills and knowledge that can help me in gaining new experience and understanding especially sharpening my leadership skills.

I am well motivated, can be a good leader or follower, and enjoying meeting people and dealing with them.

Willing to travel : 100%
 Willing to relocate : Yes
 Possess own transport : Yes

REFEREES

NAME TELEPHONE NUMBER POSITION ORGANIZATION	: Aliza Binti Mohd Razali : 013-4098961 : Section Head of Human Resource Management Plexus Manufacturing (Islandview) Sdn. Bhd. : Plexus Manufacturing (Islandview) Sdn. Bhd.
NAME TELEPHONE NUMBER POSITION ORGANIZATION	: Nor Aminin Binti Khalid : 019-4468858 : Lecturer of Faculty Business Management Universiti Teknologi MARA (UiTM) Pulau Pinang : Universiti Teknologi MARA (UiTM) Pulau Pinang