



# NUR SUHANA OOI

920407-07-5170

MARKETING & HUMAN RESOURCE  
POSITION

## EMAIL

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## ADDRESS

No 114, Lorong Meranti 4,  
Taman Meranti,  
09000 Kulim, Kedah Darul Aman.

## PHONE NUMBER

012-534 2890

## ABOUT ME

I am 26 years old and live in Kulim, Kedah. I have 3 siblings. I have a degree in Marketing. Although I haven't had any working experience except internship, I am a fast learner, like to work in a team and able to finish my work on time besides have a positive attitude and can work under pressure.


## SKILLS

MS Office	● ● ● ● ●
MS Power Point	● ● ● ● ●
MS Excel	● ● ● ●

## LANGUAGES

Malay	● ● ● ● ●
English	● ● ● ●

## WORK EXPERIENCES

 Dec 2011 – May 2012

### INTERNSHIP STUDENT BERTAM PROPERTIES SDN.BHD

- Responsible to handle customer problem.
- Disseminate information about properties to the public.
- Attract people to buy the properties.

 Jun 2013 – Sep 2013

### CUSTOMER SERVICE DAILY FRESH FOODS SDN.BHD

- Food preparation.
- Interact with the customer and approach them to buy.

 Sep 2013 - Feb 2014

### OFFICE ADMINISTRATION HEMI-COLO RECREATION SDN.BHD

- Handling recruitment activities such as screening resumes, coordinating interview arrangement.
- Make a schedule for the workers.
- Collect their attendance form.

 Sep 2017 - Jan 2018

### INTERNSHIP STUDENT RUZA RESOURCES MANUFACTURING SDN.BHD

- Responsible to handle customer complaints.
- Disseminate information about the products to customer.
- Need to interact with the customer and persuade them to buy the products.

## HOBBIES



Reading Traveling Open Website

## EDUCATION & SEMINAR/WORKSHOP ATTENDED

 Feb 2014 - Jan 2018

### DEGREE IN MARKETING (HONS) UNIVERSITI UTARA MALAYSIA

- CGPA 3.22/4.00.
- Major in Marketing.
- School of Business Management.

 July 2010 – May 2013

### DIPLOMA IN MARKETING POLITEKNIK TUANKU SULTANAH BAHIYAH

- CGPA 3.10/4.00.
- Major in Marketing.
- College of Business Management.

 2010 – 2016

### SEMINAR & WORKSHOP ATTENDED POLITEKNIK TUANKU SULTANAH BAHIYAH & UNIVERSITI UTARA MALAYSIA

- ✓ Shooting Star Jabatan Perdagangan 2010
- ✓ UniKL MSI – PTSB Drama Night 2011
- ✓ POWER Seminar 2012
- ✓ Etiquette Social and protocol Course 2016

## AWARDS



DEAN LIST AWARD SEM 5  
(POLITEKNIK SULTANAH  
BAHIYAH)

## REFERENCES

### MUNIRAH KHAMARUDIN ACADEMIC LECTURER UUM

Universiti Utara Malaysia,  
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