



NOR MAHIRAH BINTI SAMSUDDIN

Blok 1, Tingkat 2, No. 4, Pangsapuri Sri Rasau, Jln 16/25, Seksyen 16, 40 000, Shah Alam

mahirahobaydin@gmail.com | +6012 876 0450 | 950528-13-5456 | 28th May 1995

Seeking a challenging career with a progressive organizations that provides an opportunity as a fresh graduates to apply my mathematical and analytical skills in finding accurate market value of properties and apply my managing skills of the properties in property development.

POSITION APPLY

- Valuation Executive, Building Executive, Property Manager and all related field in Estate Management

EXPERIENCE

SEPTEMBER 2017

SALES AND MARKETING EXECUTIVE (JUNIOR), **HOMEFIELD REAL ESTATE SDN BHD**
STARTS WORKING AFTER FINISHED MY FINAL EXAMINATIONS, IN PRACTICAL PERIOD ONLY.
THE SCOPES OF WORK AS SALES AND MARKETING ASSISTANT ARE AS FOLLOWS;

- SALE, RENT
- TELEMARKETING
- STUDY PROPERTY LISTINGS
- INSPECT AND VIEWING PROPERTY
- CUSTOMER ENGAGEMENT AND ASSISTANCE
- LIAISE WITH END-FINANCIERS ON CUSTOMER LOAN ISSUES
- INVOLVED IN ROAD SHOW AND PROPERTY EXHIBITION

EDUCATION

School / University	From	To	Qualification
UNIVERSITI TEKNOLOGI MARA, SHAH ALAM,SELANGOR	2014	current	Bachelor(hons) in Estate Management CGPA :3.27
JOHOR TECHNICAL MATRICULATION COLLEGE	2013	2014	CIVIL ENGINEERING CGPA: 3.53

SKILLS

Valuation Skills

- *Preparing Valuation Report*
- *Preparing Market and Feasibility Report*
- *Thorough knowledge of property tax laws*
- *Handling Estate Agencies Matters*

Estate Agent Skills

- *Handling enquiries about properties from potential buyers*
- *Producing brochures, promotional information and other written material*
- *Travelling to properties and conducting viewings*
- *Negotiating the sale, selling and letting of properties*

Computer Skills

- *Microsoft Word*
- *Microsoft Excel*
- *Microsoft Power Point*
- *SPSS*

LANGUAGE PROFICIENCY

BAHASA MALAYSIA

Writing - - - - EXCELLENT

Speaking - - - - EXCELLENT

ENGLISH

Writing - - - - EXCELLENT

Speaking - - - - GOOD

ACTIVITIES

<i>Estate Management Property Exhibition Uitm Shah Alam</i>	<i>Participant</i>
<i>Majlis Perbandaran Langkawi Bandaraya</i>	<i>Visitor</i>
<i>Valuation Inspection Petrol Station (Petronas Alam Sutera, Puchong)</i> Valuation Report Purposes	<i>Student</i>
<i>Site Inspection on Building Maintenance at Grand Bluewave Hotel Shah Alam</i>	<i>Student</i>
<i>Site Inspection on Menara U Shah Alam, Villa Vista Tasik Cheras, Ixora Rafflesia Setia Alam on Corporate Social Responsibility Towards House Buyers Perspectives</i>	<i>Student</i>
<i>Valuation Inspection at Pulau Indah (Industrial Properties)</i>	<i>Student</i>
<i>Community Service in Johor Technical Matriculation College</i>	<i>President</i>
<i>Ekspedisi 60 Puncak Uitm (Gunung Tok Nenek)</i>	<i>Participant</i>
<i>English Debators</i> (FIRST RUNNER UP)	<i>Participant</i>
<i>Introcamp for KRESMA Club at Draco Nature Camp Perak</i>	<i>Committee Members</i>
<i>Prefect in SMT Sejangkat</i>	<i>Prefect</i>
<i>Badminton Treasurer in SMT Sejangkat</i>	<i>Treasurer</i>
<i>Join many volunteering programs</i>	<i>Participants</i>

REFERENCES

MUHAMMAD NAZIM ALIAS (Sr),
Lecturer,
 Universiti Teknologi MARA (UiTM),
 40450 Shah Alam,
 Selangor Darul Ehsan Malaysia
 Phone No: +6012 666 1756