AMAL AMILLA BINTI SAHAT

ACADEMIC PROFILE

2013 - 2015 Bachelor of Administrative Science, UiTM Kota Samarahan, Sarawak

CGPA: 3.35

2010 - 2013 Diploma in Public Administration, UiTM Kota Samarahan, Sarawak

CGPA: 3.20

2010 Certificate of Food & Beverages Management, Giatmara Stampin

2009 SMK ST Mary's Kuching, Sarawak

3A 3B 4C

WORK EXPERIENCE

SHARIQ PARTNERS SDN BHD (CIMB BANK)

Credit Admin Assistant (Collection Agency)

July 2016 - December 2016

- Issue a letter of the customers and meeting minute.
- Coordinate and arrange meeting and staff movement.
- Organizing and filing customer accounts.
- To call and negotiate with customers to make payment
- To maximize monthly collection and preparing monthly analysis reporting
- Handling customer inquiries, complaints, requests and forwards action to Client (CIMB Bank)

TELEKOM MALAYSIA BERHAD

Management Trainee

Division: Government Sales Kuching, TM Batu Lintang

Jan 2016 – June 2016

- Handle customer inquiries, requests and or complaints via phone and emails.
- Liaise with internal departments to ensure that customers requests or concerns are promptly and properly addressed
- Handling customer related inquiries and calling customer to upgrade services
- Processing customer transactions and documentations.
- Preparing quotations and ensuring maximum sales volume of organization products.

TECHSAR GLOBAL SDN BHD

Administration Executive

Feb 2015 - Dec 2015

- Issue a letter and meeting minute
- Organize and maintain files and records
- Ensure and preparing purchase orders, invoices and quotations of company products.
- Performs purchasing, sourcing suppliers and negotiation.
- Performs experience level secretarial tasks and coordinate and arrange meeting, event, and travel.

PUSTAKA NEGERI SARAWAK

Internship Student

July 2014 - October 2014

- Issue a payment voucher and purchase order
- Preparing monthly report expenses
- Managing employee inventory and salary by using software



PERSONAL INFO

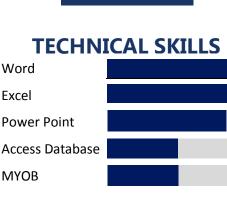
Lot 1657, Lorong Juara 1E, Taman Sukma, 93050, Kuching, Sarawak

© 014 - 6868236 / 082 - 444463



amalamillasahat@vahoo.com





PERSONAL SKILLS

Team Player

Communication

Participation

Time Management

EXTRA CURRICULAR

- Attended as the Best Management Trainee at Telekom Malaysia Government Sales Kuching (January 2016 June 2016)
- Attended as Enumerator of Sarawak for Kajian Persepsi Masyarakat Terhadap Perkhidmatan Polis Trafik Malaysia 2015, UiTM Shah Alam
- Attended as Head Of Event Project for Program Jelajah Ilmu Di Bumi Batavia 2014, Bandung, Indonesia
- Participated in Ministry of International Trade and Industry (MITI) Open Essay Writing Competition 2014 (Top 10 Award)
- Attended Women's Entrepreneurship Conference 2014
- Attended as Facilitator in Klinik Akademik UiTM 2014
- Attended as Facilitator in Student Orientation Program UiTM Sarawak
- Excellent completion on extracurricular courses in National Kesatria Siri 1 & 2
- Excellent completion on extracurricular courses in Pengucapan Awam Bahasa Malaysia

REFEREES

ZURAIDA BINTI HASLI

Assistant Manager Small Medium Enterprise Unit Marketing & Channel Management Telekom Malaysia Berhad, Batu Lintang, Kuching Sarawak

H/P: 082-203903/010-9750372 Email: zuraida.hasli@tm.com.my

ABDUL HAJIS BIN BUJANG

Pegawai Sokongan Government Sales Unit Telekom Malaysia Berhad Batu Lintang, Kuching Sarawak H/P: 012-8491963 / 013-8156315

JENNIFAH BINTI NORDIN

Lecturer and Academic Advisor UiTM Sarawak, Kota Samarahan

H/P: 013-8638851