

PERSONAL INFO



Name : Nur Syahifa Binti Roshaini
NRIC : 940612-05-5484
Date of Birth : 12 June 1994
Age : 23 years
Nationality : Malaysian
Marital Status : Single
Religion : Islam

CONTACT INFO

Permanent Address : No 9 Jalan D, Taman Batu Off Jalan Kuching, 52100 Kuala Lumpur
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EDUCATIONAL BACKGROUND

Diploma in Creative Digital Media Production (Jan 2013 – December 2015)

Institute/University : Kolej Profesional Mara Indera Mahkota, Kuantan, Pahang
Field Of Study : Multimedia
Major : Digital Media
Current CGPA : 3.23 / 4.00

Secondary School

School : Sekolah Menengah Kebangsaan Ideal Heights, Selayang
Graduation : Sijil Pelajaran Malaysia
Graduation Date : 2011

WORKING EXPERIENCE

Suria Station Sdn Bhd (2011)

(Customer Service)

- Follow communication procedures, guidelines and policies
- Keep records of customer interactions

NM Galaxy Sdn Bhd (January 2016 – August)

(Operation Junior Executive)

- Place the order and set the setting of the goods to the manufacturer
- Manage what clients' wants and needs

AIA Bhd (June 2016 – December 2016)

(Telemarketing Executive)

- Promote simple insurance plans through marketing
- To build strong customer relationship
- To deliver professional, cost effective and quality telesales to achieve the mission and objective of the Outbound Contact Centre

OBJECTIVES

- Be a part of company that indulges company growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skill.
- To work in a company with a good environment in order to contribute to the new technology and be part of it. Also willing to face a new challenge in fulfilling the company vision and expanding my career.

ACHIEVEMENTS

- Won the third place in the category best short film organized by TV3 VEEDO – Short Film Independence Day
- Won the first place in IPMA 2014 Filem Pendek Kemerdekaan
- Won the third place in the poster competition organized by Mara – National Level

PERSONAL STRENGTH, SKILLS & LANGUAGE**Personal strength** –

- Fast Learner
- Positive Attitude
- Highly Disciplined
- Good Communication skill
- Very hardworking
- Able to work under pressure

Skills & Language –

- Able to speak and write in English and Bahasa Malaysia
- Able to used computers and various software (Adobe Photoshop, Maya 3D etc.)

- Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft Power Point etc.)
- Mozilla Firefox / Google (Any kind of Internet Browser)

References

Name : Shahariza Mohd Salleh (Team Leader)

Address : AIA Berhad

Mobile : +60192455544

Name : Ariff Syafik Bin Zulkifli (COO NM Galaxy)

Address : NM Galaxy Sdn Bhd

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