

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

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Taman Sukma, 93050,
Kuching, Sarawak

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082 - 444463



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LANGUAGES

English

Malay

TECHNICAL SKILLS

Word

Excel

Power Point

Access Database

MYOB

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
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JENNIFAH BINTI NORDIN

Lecturer and Academic Advisor
UiTM Sarawak, Kota Samarahan
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ABDUL HAJIS BIN BUJANG

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