



# NOR MELISSA BINTI AFFENDY

OPERATIONS EXECUTIVE

## PERSONAL INFORMATION

Date of Birth : 23rd December 1990  
Marital Status : Single  
Nationality : Malaysia  
Hobbies/Interest : Reading, Jogging,  
Hiking, Handball, Trade and Investment

## CONTACT

E-Mail: melissamaxson90@gmail.com  
Mobile Number: +60168968069  
Home Address: NO. 63 Taman Matang  
Ville, Lorong 4, Jalan Matang Jaya,  
93050 Petrajaya, Kuching Sarawak.

## REFERENCES

Puan Suzaimah Bt Yusuf  
(Available upon request)  
Suruhanjaya Perkhidmatan Awam  
Cawangan Sarawak, Tingkat 10,  
Bangunan Sultan Iskandar, Jalan  
Simpang Tiga, 93350 Kuching.  
Tel : +6082 240 011  
Position : Penolong Pegawai Tadbir

Encik Abang Ekhsan Abang Othman  
(Available upon request)  
University Malaysia , 94300, Kota  
Samarahan, Sarawak, Malaysia.  
Tel: +6082 581 000  
Position : Lecturer

## PROFILE

I am a graduates of Bachelor Sciences with Honours in Human Resources Development from University Malaysia of Sarawak. Currently i have been working as Operation Executive at Padini Concept Store. I have spent about two years developing my skills in managing people, providing excellent front line customer service, developing my multi tasking skills to keep the company business in track and my personal growth.

## EXPERIENCE

SB Franchise Management Sdn. Bhd.  
Job Position : Part-Time Worker  
Duration : 3 Months

Watson's Personal Care Stores Sdn. Bhd.  
Job Position : Retail Supervisor  
Duration : 9 Months

Suruhanjaya Perkhidmatan Awam Malaysia Cwgn Sarawak  
Job Position: Internship Program  
Duration : 3 Months

Padini Dot Com Sdn. Bhd.  
Job Position: Operations Executive (Administrative & Customer Service)  
Duration: 2 year 3 months (Current)

## EDUCATION

Technology College of Sarawak (TCS) associated with University Technology of Malaysia (UTM).  
Qualification: Diploma in Management Technology  
CGPA: 2.79 (Second Class Upper)

University Malaysia of Sarawak (UNIMAS)  
Qualification: Bachelor of Science With Honours in Human Resources Development.  
CGPA : 3.50 (Second Class Upper)

## SKILLS

Languages:	Spoken	Written
Bahasa Malaysia	Excellent	Excellent
English	Good	Good

Computer Literate: Microsoft Office, Autocad, SPSS, HRIS  
Human Resource Skill: Performance Management, Recruiting and Selection, Training and Development, OSHA  
Retail Operation Skill: Monitor and Analyse Sales Target, Customer Service, Develop and Execute Daily Routine Checklist, Coordinate Staff Function, Stock Movement.

## ACHIVEMENT AND AWARDS

- Representing SMK Merbau, Miri as a sprinter in Secondary School level , Majlis Sukan Sekolah Menengah (MSSM) for 3 consecutive years.
- Representing Alamanda College Futsal Women Team during first year in UNIMAS, winning 3rd place during College Tournament.
- Representing Faculty of Science Cognitive and Human Development (FSCHD) Handball Team in UNIMAS, winning 2nd place during Faculty Tournament.
- Achieve Dean List in Four Semester.