



# RESUME

## CAREER OBJECTIVES

I am seeking a challenging scope of workbusiness and management field and looking forward to work with professional team in order to upgrade confidence, problem solution technique, technical skills and management skills.

## PERSONAL DETAILS

<b>NAME</b>	: Khaireena Binti Othman
<b>IC NUMBER</b>	: 950809-10-6520
<b>ADDRESS</b>	: Lot 6257, Jalan Bukit Jati, Shahbandaraya, 41000 Klang, Selangor.
<b>H/P NO.</b>	: 017-6657221
<b>E-MAIL</b>	: <a href="mailto:khaireen_95@yahoo.com">khaireen_95@yahoo.com</a>
<b>DATE OF BIRTH</b>	: 09 August 1995
<b>PLACE OF BIRTH</b>	: Klang, Selangor
<b>GENDER</b>	: Female
<b>NATIONALITY</b>	: Malaysian
<b>MARITAL STATUS</b>	: Single
<b>RACE / RELIGION</b>	: Malay / Islam

## EDUCATIONAL BACKGROUND

<b>DIPLOMA IN BUSINESS STUDIES</b>	: UNIVERSITI TEKNOLOGI MARA MACHANG KELANTAN. : 2.51 CGPA
<b>SIJIL PELAJARAN MALAYSIA</b>	: SMK SHAHBANDARAYA, Jalan Raja Nong Off Jalan Kota Raja, 41000 Klang, Selangor. : Passed with credit in 9 subject.

## CURRENT EMPLOYMENT

2016

1. **Employer** : United Tele Sales (UTS) Marketing Solutions.  
**Date Joined** : 13 September 2016.  
**Position** : Telemarketing Executives.  
**Monthly Salary** : Rm 1,500.00  
**Duties**
  - Call customers to explain anything related to the new products of bank insurance.
  - Update monthly closed customer report.
  - Follow up call.

## WORKING EXPERIENCE

2015

2. **Employer** : HomePower DIY Sdn.Bhd.  
**Date Joined** : April 2015 – May 2015  
**Position** : Sales Promoter cum Cashier ( Part Time )  
**Monthly Salary** : RM 500.00  
**Duties**
  - Responsible in attending customer who need services.
  - Help customer in what they need by suggesting them the best item that they need.
  - Responsible to make sure receive payment from customer and customer receive their goods.
  - To provide receipt payment to customer once money collected.

## EXTRA – CURRICULAR ACTIVITIES

### Higher Education:

- Participated in Team Building and Organisation Development DBS 2014/2015 at UiTM Machang Kelantan, organized Faculty Of Diploma In Business Studies.
- Participated in PERMUS (Persidangan Mahasiswa UiTM SeMalaysia) at UiTM Machang Kelantan Organised by Department of Hal Ehwal Pelajar.
- The Head of Management Organization Exco DBS (Diploma in Business Studies) UiTM Machang Kelantan (2014/2015)
- Participated in Seminar “Clinic Law” at Auditorium UiTM Machang Kelantan.

## SKILLS

### Computer Proficiency:

Experience with Microsoft Office: Word, Excel, PowerPoint.

### Language of Fluency:

*Malay*  
Fluent

*English*  
Modest

**Field Of Study:**Principles of Marketing, Consumer Behaviour, Marketing Channel, Services Marketing, Sales Management.

**Personal Strengths:**

- Able to as an independent or team and achieve the targeted objectives in a pleasant environment.
- Skills in communicating with the public
- Good analytical and initiatives as well as creative thinking
- Can work under pressure and meet tight deadline.
- Independent and fast learner.
- Ready to learn new things to improve skills for achieve better performance.
- Sense of responsibility
- Confident & Optimistic to the work.

## **SALARY**

**Expected Salary:** RM 1,800 (Negotiable)

## **ACHIEVEMENT**

**1. University Teknologi Mara  
Machang Kelantan**

-The Head of Management Organization Exco  
DBS (Diploma in Business Studies) UiTM  
Machang Kelantan (2014/2015)

## **REFERENCES**

**Mr.Khairulnizam Bin Abdullah**  
**Team Leader**  
**United Tele Service (UTS)**  
**Marketing Solutions**  
**Tel : 014 – 8808381**