

# FAZLIN AZMAN



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48000 Rawang, Selangor



## WHY ME

Experience in admin area during internship and also have some experience in promoting job. I am love and willing to learn something new although it is out of studies fields. Good in using creative and innovative ways of work in team. Good and able to work under pressure and full commitment in work



## REFERENCES

Sharmini Vidyadaran

Learning & Development Manager

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017-6650407

Nor Hidayah Abdul Aziz

Branch Manager,

[sales@mywalldecor.com.my](mailto:sales@mywalldecor.com.my)

017-5992415



## WORK EXPERIENCE



September 2016 – December 2016

Rawang

ADMIN SALES (TEMPORARY) – DAFINAH DELIGHTS S/B

- Responsible for online sales
- Attend events for outdoor sales
- Follow up enquiry and customers, any promotion
- Filling, photocopying and scanning document



March 2016 – September 2016

Mid Valley

MANAGEMENT TRAINEE (CONTRACT) – MANPOWER SOLUTION  
SLIM PROGRAM

- Technical Training (10 Days)
- English Training (10 days)



May 2015 – March 2016

Shah Alam

ADMIN EXECUTIVE – MYWALL RICH DÉCOR (SA) S/B

- Filling, photocopying and scanning document
- Issues Purchase Order (PO), Delivery Order (DO), Invoice
- Tagging customer stock
- Follow up customers, home site visit for wall measurement
- Check stock to suppliers
- Record customers detailed, code of new wallpaper stock, and received stock into system (AutoCount)



26 Apr 2013 – 28 Apr 2013

Shah Alam

VOLUNTEER PROMOTER – KUMPULAN KARANGKRAF  
MEDIA

- To attract and persuade customers
- To promote the sales of all items that prepared by the company such like magazine, child books, novel, etc



## EDUCATION



2012 - 2015

Shah Alam

HUMAN RESOURCE – UNISEL, SHAH ALAM

Bachelor of Human Resource Management

- CGPA 3.05



2005 - 2009

Rawang

SPM – SMK BANDAR TASIK PUTERI

Sijil Pelajaran Malaysia

- LULUS



## SKILLS

MS OFFICE

SYSTEMS

(AUTO COUNT  
ACCOUNTING VER. 1.8)



## LANGUAGE

MALAY

ENGLISH