

## RESUME

**NUR SAKINAH BINTI OTHMAN**

## SALES PROMOTER

## MARKETING EXECUTIVE (TRAINEE)

## ADMINISTRATION / ACCOUNT ASSISTANT



## Career Objectives

Aimed to be a part of esteemed organization that will nourish my talent within and mutually grow to realize great targets. Targeted a position in marketing industry where my knowledge and skills can be effectively utilized and enhanced.

## Highlights

- Degree in Business Administration (Hons.) Marketing -2016
- Diploma in Business Studies - 2013
- Full Set of Presentation Skill, High Leadership Skills, Full Set of Sales Skill
- Experienced in Education of Marketing / Management of Real Property industries

## Personal Information

Full Name	Nur Sakinah Binti Othman
NRIC	910425 01 5404
Address	No. 125 Felda Bukit Aping Barat , 81900 Kota Tinggi, Johor, Darul Takzim, Malaysia
Gender	Female
Age	25 years old
D.O.B.	25 April 2016
Religion	Islam
Marital Status	Single
Interest	Bowling, singing, reading novel
Phone	013 – 7715404 / 012 – 7781396
E-mail	<a href="mailto:nursakinaho@yahoo.com">nursakinaho@yahoo.com</a>
Willing to relocate	Yes (>80%)
Willing to travel	Yes (>80%)
Availability	<b>ONE MONTH NOTICE</b>

## Professional Skills

	Average	Good	Skilled
Sales Skill	oooooooooooooooooooooo	o	ooooooooooooooo
Ms Excel	oooooooooooooooooooooo	ooooooooooooooo	oooo
Ms Word	oooooooooooooooooooooo	oooooooooooooooooooo	oooo
Ms Power Point	oooooooooooooooooooooo	oooooooooooooooooooo	oooo

## Languages - Spoken & Written

	Average	Best
Malay	<div><div></div></div>	
English	<div><div></div></div>	

## Educational Background

2013 - 2016

**UNIVERSITI TEKNOLOGI MARA, SEGAMAT, JOHOR**  
*Degree in Business Administration (Hons.) Marketing*  
Final CGPA: 3.35

2009 - 2012

**UNIVERSITI TEKNOLOGI MARA, KAMPUS BANDARAYA, JOHOR**  
*Diploma in Business Studies*  
Final CGPA: 3.08

## Employment History

I.	Organization	<b>MUTIARA QTECH CORPORATION SDN BHD</b>
	Address	Blok N.0B-03, Jalan Sri Stulang 1, Taman Sri Stulang, 80150 Johor Bahru, Johor.
	Industry	Management of Real Property
	Position	<b>ADMINISTRATION / ACCOUNT ASSISTANT</b>
	Duration	Mac 2016 until present
	Reason for Leaving	Career Advancement
	Job Descriptions	<ul style="list-style-type: none"><li>• Provide a charge goods and service tax (GST) for every quarter each year.</li><li>• To provide for emergency work and the defect each unit houses and block of flat.</li><li>• To provide reports of payments daily rental housing units for each day.</li><li>• Managing the entry of new tenants in housing units.</li><li>• Keep the counter charges. Receives the rent payments and other bills.</li><li>• Make filing documents and vouchers relating to the GST.</li><li>• Do any work as request.</li></ul>

III	Organization	<b>KENTUCKY FRIED CHICKEN HOLDINGS INTERNATIONAL COLLEGE (KFCHIC)</b>
	Address	No. 1, Jalan Dato' Onn 1, Bandar Dato' Onn, 81100 Johor Bahru, Johor.
	Industry	Education
	Position	<b>TRAINEE OF MARKETING EXECUTIVE</b>
	Duration	February 2015 to May 2015
	Reason for Leaving	Contract basis for 4 months
	Job descriptions	<ul style="list-style-type: none"><li>• Explain the various programme offered at college to students and parents.</li><li>• Join exhibition and student affair.</li><li>• Use telemarketing as medium to connect with students.</li><li>• <u>Achievement</u>: success to enrol 4 students to college from 5 targeted of company.</li></ul>

IV	Organization	<b>SHELLYS MARKETING SDN BHD (SCHOLL)</b>
	Address	Lot No. F31, AEON Bukit Indah Shopping Centre, No.8 Jalan Indah15/2, Bukit Indah, 81200 Johor Bahru, Johor.
	Industry	Footwear
	Position	<b>SALES PROMOTER</b>
	Duration	October 2012 to September 2013
	Reason for Leaving	Further study
	Job descriptions	

		<ul style="list-style-type: none"> <li>• Demonstrate product to customers at a store, during a festival, or another venue.</li> <li>• Market product to clients or companies who have displayed a need for the product.</li> <li>• Show how product is best used and walk around store offering samples to customers.</li> <li>• <u>Achievement</u>: able to achieve the target sales are expected from supervisor during Hari Raya Promotion 2012. Able to get bonus and appreciation.</li> </ul>
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### Personal Qualities and Extra-Curricular Activities

- **Fast learner, open-minded person, highly participated and co-operative team player**
- **Always ambitious to learn a new things** from others
- **High leadership skills** and ready to **work with less supervision**

### References

#### 1. LECTURER

Pn Jaslin binti Md Dahlan

*Lecturer of Research Marketing / Advisor*

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#### 2. ADVISOR / SUPERVISOR

En Mohd Hafiz bin Othman

*Senior Marketing of KFCH International College*

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