

RESUME



JANIZAH BINTI BASRI

No Rh 096, Blok 4 Felda Sahabat 5, 91150 Lahad Datu, Sabah

Tel : 019-5367535/016-5167825

Email : niza_jane@yahoo.com

PERSONAL PARTICULAR

Age : 26 Years Old

Birthday : 03 June 1991

Nationality : Malaysian

Gender : Female

Marital Status : Single

I/C Number : 910603-12-6474

Religion / Race : Islam / Sungai

EDUCATION

University (2010-2014) University Tun Abdul Razak (UNIRAZAK)

- Bachelor Of Management
- CGPA : 3.04
- Foundation Programme Of Management
- CGPA : 2.72

High School (Sekolah Menengah Kebangsaan Desa Kencana)

- Sijil Pelajaran Malaysia (SPM)
- Pass

LANGUAGE

Malay	Good (Listening and speaking)
English	Good (Listening and speaking)

COMPUTER SKILLS

- Microsoft word
- Power point
- Excel

QUALITIES

- Able to work under pressure
- Good interpersonal and communications skills
- Fast learner and punctual
- Able to work independently and as a team member
- Full committee of the job responsibilities
- Always seeking for new knowledge and listen to the complains
- Courteous and knowledgeable
- Willing to learn and can always be counted on

WORKING EXPERIENCE

Linton University Recruitment Centre

March 2017– Present

- Education Facilitator
 - Manage enquiries and ensure all calls and walk-ins are responded to promptly and in a professional manner
 - Counsel and provide, guidance and information on admission/enrollment requirement and related issues to prospective and existing student on courses offered by university college
 - Maintain consistent contact with students throughout the enrollment process and assist students with their application procedure and accommodation details.

Kolej Kiara Kota Kinabalu, Sabah

January 2016 – February 2017

- Marketing counselor (education facilitator) – Part time
 - To promote Kiara College especially to student that want to further their studies into diploma level. Using varieties ways to promote such as using social media, talk, road show, telemarketing and so on. As an education facilitator, the main task is meeting student for closing and I need to recruit student on daily in order to perform very well. Besides that, I am capable to handle student especially

student complain and make sure to overcome with right method and give the best solution.

- Management trainee (Student Services Department)
 - Doing all administration task such as filling, activate new students, help student for applying PTPTN, handle debt recovery and financial aids for a while, and also meet student to fill up course registration for the next semester. Besides that, I need to key in student data base and keep updated to the system in order to make sure all the work is become easier.

Tyh Borneo Tours Sdn.Bhd

September – December 2013

- Sales & marketing
 - Promote a product of the company especially to the tourist that came to Sabah for holiday. Explaining what types of product that we offer as a travel agency and giving the best prices for them if they chose our company product to go somewhere.

REFERENCE

Name : Ms Stefannie Goh
Telephone : 017-8580647
Position : Senior Regional Manager
Company : Linton University Recruitment Centre

Name : Ms Emyliana Ibrahim
Telephone : 019-8808699
Position : Assistant Registrar
Company : Kolej Kiara

Name : Mr Jamri Bin Basri
Telephone : 010-5804632
Position : Supervisor
Company : FICIPM