



**Expected Salary: MYR 2,000**

**ABDUL FARUQ BIN ABDUL MANAN**

(+60) 147230706 | [faruqmanan@gmail.com](mailto:faruqmanan@gmail.com) | 26 years old | Kuala Lumpur

### **Biography**

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**Address:** No. 17, Jalan Beluntas, Medan Damansara 50490 Kuala Lumpur

**E-mail:** faruqmanan@gmail.com

**Date of Birth:** 28 August 1991

**Gender:** Male

**Marital Status:** Single

**Nationality:** Malaysian

### **Personal Profile**

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- Excellent written, verbal and lateral communication skills both in English and Malay language
  - A good communicator at all levels who enjoys meeting challenging people
  - Team player who can work under pressure or stressful condition
  - Highly organized, dedicated with hard working and positive attitude
  - Constantly completing the work before meets its deadline
  - Easy-going person and have passionate in doing work
  - Fast learner and be able to cope with others
  - Longing to learn a new things
  - Discipline and punctual in every situation/ condition

## Educational Level

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2016 – 2017	<b>International Islamic University of Malaysia (IIUM), Gombak</b> Master of Human Sciences in Political Science CGPA: 3.38
2011 – 2015	<b>International Islamic University of Malaysia (IIUM), Gombak</b> Bachelor's Degree of Human Sciences Majoring in Political Science CGPA: 2.93
2010 – 2011	<b>International Islamic University of Malaysia (IIUM), Nilai</b> Matriculation (Centre for Foundation Studies) Bachelor's Degree of Human Sciences CGPA: 2.69
2004 – 2008	<b>Sekolah Menengah Kebangsaan Seri Hartamas (SMKSH), KL</b> Sijil Pelajaran Malaysia (SPM)

## Working Experience

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a) April 2015 – February 2016  
(10 Months)

**Bank Islam Malaysia Berhad (BIMB)**  
(Bukit Damansara Branch)

### **SL1M TRAINEE (Consumer Sales):**

- Liable to sell Bank Islam products, mainly on personal loan, housing loan and credit card
- Act as financial advisor in helping the customer in settling their debts or commitment in their monthly basis
- Collect and process the data or documents received from the customer by computing their Debt Service Ratio (DSR)
- Meet the customer either through walk-in or in telephone (telemarketing)
- Required to achieve the end of the month target and need to be consistent in very month
- Build rapport with the customer for future reference
- Assists other employees or staffs in resolving their cases i.e. filing the documents
- Ought to setup booths in certain location for an outdoor marketing activity

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**b) January 2009 – April 2009  
(3 Months)**

**7-Eleven  
(Pusat Bandar Damansara Branch)**

**Job Responsibilities (Cashier):**

- Dealing with the walk-in customers
- Responsible in storing products in the store
- Maintaining the cleanliness of the store
- Ensure the counter in balance state before shifting with other employee

**Languages**

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*Proficiency level: 0 – Poor, 10 – Excellent*

<b>Languages</b>	<b>Spoken</b>	<b>Written</b>	<b>Relevant Certificates</b>
Malay Language (primary)	10	10	SPM – B3
English Language	9	9	SPM – B3

**Skills**

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- Excellent in Microsoft Office
  - Excellent in Communication
  - Sales and Marketing
  - Customer Service
  - Public Relation