



NOOR ANNAJATUL QOLBIE BINTI SUHAIMI

PROFESSIONAL PROFILE

Active, skillful, creative and multi skill individual seeking a position that offers both a challenge and a good opportunity industrial growth. I have work experience such as sales assistant, administration, basic accountant. I also afford to solve the problem.

WORK EXPERIENCE

Sales Assistant

2020 - 2022

- Arrange the items that have been prepared in their place.
- Display merchandise to create a visually appealing sales floor which encourages customers to buy goods.
- Work as an enthusiastic and reliable shop member.
- Stock check if the item has arrived and double checked stock.
- Establish a positive relationship with customers to determine needs and sell high-quality items.

Administration & Basic Accountant

2024 (3 months working)

- Maintain a filing system.
- Answering phone call.
- To ensure efficient operation of office.
- Ordering office supplies.
- Make bank deposits and keep records up to date.
- Do a bank reconciliation.
- Using accounting software such as MySQL and SysTech.
- Entering financial information into appropriate software programs.

EDUCATION

Sijil Pelajaran Malaysia (SPM)

Sekolah Menengah Kebangsaan Kampong Jawa, Klang.

Pre-Diploma (6months - 2022)

UITM Seri Iskandar, Perak

Diploma (October 2022-February 2025)

UITM Segamat, Johor

Course: Information Management

CONTACT



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SKILLS

- Team Work
- Time Management
- Microsoft Office
- PowerPoint & Canva
- Verbal & Written
Communication

LANGUAGE

- English
- Malay