



SITI NURSYAFIQA BINTI SHAMSUL NORAFFANDI

(Currently studying in Diploma in Information Management)

Contact

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Address

No 55, Jalan Abdi 4, Taman Daya
Meru, 41050, Klang, Selangor

Education

2017-2022

SPM

SMK Meru

2022-2025

Diploma in Information Management

UiTM Rembau, Negeri Sembilan

Skills

- Know how to using Microsoft Word, Microsoft PowerPoint, Microsoft Excel
- Ability in using Canva and CapCut for pictures and videos editing
- Network administration
- Time management
- Team work and collaboration
- Analytical and critical thinking

Language

Malay

English

Experience

New Soon Collections

Sales Assistant

Experienced sales assistant dedicated service in a boutique setting. Proven ability to deliver exceptional customer service, drive sales through product knowledge and effective communication, and contribute to a positive team environment. Demonstrated adaptability and willingness to learn in a fast-paced retail environment and help the customers to choose the clothes following their preference.

MPH Bookstore

Customer Service Assistant

Working as a customer service assistant involves providing support and assistance to customers before, during, and after their interactions with a company. This role requires strong communication skills, empathy, and patience to address customer inquiries, resolve issues, and ensure a positive experience. Responsibilities may include answering phone calls, responding to emails or messages, processing orders, handling complaints, and maintaining customer records.

Samurai Yakiniku

Waiteress

Working as a waiteress in a halal Japanese restaurant offers a unique and enriching experience. As a waiter, you play a crucial role in providing excellent customer service, guiding customer through the menu, and addressing any dietary restrictions or preferences they may have.

Reference

Puan Amirah Binti Haji Abu Hassan

Academic Lecture, UiTM Rembau

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