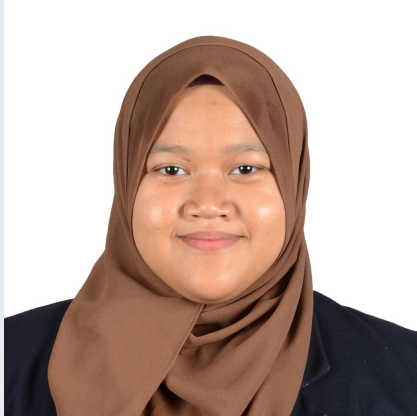


ASIAH JALIL



Contact Info

NOR ASIAH BINTI ABDUL JALIL

Phone: 012-987 0278

Email: asiahjalil15@gmail.com

Address: No 21 Lorong 54, Sungai isap
2, 25150 Kuantan, Pahang D. M.

Personal Summary

I am a actuaries graduate seeking a rewarding career in the banking & broker industry. I am quick learner and organised person especially with documentation.

Core Competencies

- Quick learner
- Critical thinking and data analysis
- Organization and attention to detail
- Time management- Interpersonal skills

Skills

Microsoft Office : Advance
Word, Excel (Excel VBA), Power Point

BM SPSS Modeler : Intermediate
SAS Enterprise Miner : Intermediate
Adobe Photoshop : Intermediate
Adobe Illustrator : Intermediate
Computer Programming : Basic

Knowledgeable

- Autocount Software

Previous Positions

Admin Assistance

HGMC Holding Sdn. Bhd. | December 2019-June 2020

- Data entry for 3000 product.
- Alert with price change and ensure the system always keep synchronize.
- Update accounting record & documentation.
- Do ad-hoc task such as backup operation team for receive order and prepare 'Good Receive; document.
- Markup new price for a new product.
- Backup delivery team.
- Prepare quotation for office equipment and operation equipment.
- Prepare consignment report every 10 days and submit to Account Department.
- Assist Account Department about recent invoice before make a payment to the suppliers.
- Prepare every days sales report and present to the Boss.
- Monitor stock take section every month.

Marketing Associate

Aziatex Global Sdn. Bhd. | March 2019-July 2019

- Monitoring advertisement campaign on FB ads.
- Creating campaign/advertisement to engage with stranger.
- Update latest posting & create LIVE broadcasting.
- Respond to inquiries in social media such as commennt, direct message & whatsapp.
- Arrange customers appointment.
- Prepare daily report and monthly report due to number of customer coming to the SPA and sales each outlet to Head of Marketing.

Account Intern

Sedaya Padu Sdn. Bhd. | September to December 2018

- Assisted in the creation of the company's quarterly and yearly financial reports.
- Organized and analyzed data pertaining to invoice, tax and revenue.

Online Business

2017 to 2019

- Doing a business since at university.
- Platform had been use for a business is Shopee, E-commerce, Facebook and Instagram.

References

Madam Siti Suriati Mat Kasim
Company: HGMC Holding, Sdn. Bhd.
Position: Head Of Stock Auditor
Phone: 019-399 4566
Email: sitisuriaty02@gmail.com

Madam Nurul Nadia Faliesha Bt
Zulkarnain
Company: Aziatex Global Sdn. Bhd..
Position: Head Of Marketing
Phone: 016-214 5390
Email: nfaliesha95@gmail.com

Madam Nurul Ashikin Bt A. Majid
Company: Sedaya Padu Sdn. Bhd.
Position: Manager
Phone: 013-982 9409
Email: gtreebrand@gmail.com

Interests

Documentation
E-Business
Marketing & sales
Investment

Certificate & Education

UiTM SHAH ALAM

Bachelor of Science (Hons.) Actuarial Science on July 2019

With CGPA 2.61

Well strong emphasis on risk management, financial economics and insurance.

Project Awarded: Life Expectancy and Health Expenditure for Population in Malaysia.

UiTM TAPAH

Diploma of Quantitative Science on September 2015

With CGPA 2.88

Well strong emphasis on intergation and differentiation.

SEKOLAH KEBANGSAAN BATU TIGA

*Kuantan, Pahang D. M.
(From 2001 to 2006)*

SEKOLAH MENENGAH KEBANGSAAN PAYA BESAR

*Kuantan, Pahang D. M.
(From 2007 to 2011)*

Result: 4A, 3B, 1C (PMR) & 2A, 3B (SPM)

Position at School: School Librarian (2007 until 2011)

Participants

Online Business Springboard

Masmed 2017 - UiTM Shah Alam

Graduation of Enterprais cohort 12 & 13 (Khursus Usahawan)

Masmed 2017 - UiTM Shah Alam

Ujian Rendah Persilatan (SRP)

Persatuan Silat Cekak Pusaka Hanafi 2017 - UiTM Puncak Alam

Pertandingan WAJADIRI 2017

Persatuan Silat Cekak Pusaka Hanafi 2017 - Pulau Pinang

Semina Asas Perancangan Kewangan

Fakulti Sains Komputer di UiTM Shah Alam 2016

Bengkel Usahawan bersama MDEC

Kampus UiTM Shah Alam 2016

Pertandingan Petanque (UiTM Shah Alam)

Antara Fakulti 2015 - IPTA

Pertandingan Petanque (UiTM Perak)

Antara Kampus 2012 - IPTA

Kelab Catur

Daerah 2011 - Kuantan

Perkhemahan Kor kadet Polis

Kebangsaan 2011 - Zon Timur