C:\Users\Farhan Ruselan\Desktop\email logo copy.pngC:\Users\Farhan Ruselan\Desktop\phone call copy.pngC:\Users\Farhan Ruselan\Desktop\address logo copy.PNG

I would like to be a part of a company where I could use and enhance my skills and gain more knowledge for the future development of myself and company.

**2013 - 2014**

**2015 - 2016**

**October 2016 - Present**

016-6499491

hanna\_mohd23@yahoo.com

**NORSUHANA MOHAMED**

No. 40, Jalan SS 9/7,Sungai Way, 47300, Petaling Jaya, Selangor.

**CREDIT ADMIN**

**LBS Bina Holdings Bhd**

**-**Prompt issuance of billing and efficient collection

-Close liaison with bankers, solicitors, and purchasers on Sales & Purchase Agreement & loan documentation

-keep track on the progress of collection, loan documentation, blanket consent approval and etc

-maintain a good filing record system of purchasers file and update into IFCA system

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**TRAINEE SKIM LATIHAN 1 MALAYSIA (SL1M)**

**Telekom Malaysia Berhad, Kuala Terengganu**

-Dealing with walk-in customers, process customer’s application, provide support for ongoing customers by answering questions, tracing order status and resolving customer problems.

-Involved in sales and marketing activities, participate any activities to promote services offered by Telekom Malaysia (door to door sales, telemarketing, events)

-Secretariat for Program of Learn From The Best (LFTB) and RBB Monsoon Marathon 2015.

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**INTERN**

**Pesaka Terengganu Berhad**

-I was stationed in Marketing & Sales Department and Human Resources & Administration Department.

-HRA Department – create letters and memos, dealing with correspondence, manage file system and records data (e.g payslip, medical records, staff holidays).

-Marketing Department – deal with customers, records stock, prepare sales documents (e.g invoices, delivery note, pro-forma invoices, quote form)

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**REFERENCES**

Annie Chin (03-78516000)

Senior Assistant Manager

LBS Bina Holdings Sdn. Bhd

annie@lbs.com

Pn. Norashikin Bt. Abdul Latiff (013-9236707)

Assistant Manager Telekom Malaysia Bhd

Sales Support Consumer Sales Terengganu

[TMP1400@tm.com.my](mailto:TMP1400@tm.com.my)

**EXPECTED SALARY**

RM 2200 – RM 2500

Microsoft Word

Microsoft Power Point

Microsoft Excel

Adobe Photoshop

Adobe Illustrator

Windows Live Movie Maker

**2010 - 2014**

**Universiti Utara Malaysia**

- Bachelor of Marketing (Hons.)

- CGPA : 3.31

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**2008 - 2009**

**SMK Durian Mas**

- STPM

- CGPA : 3.25

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**2006 - 2007**

**SMK Padang Pulut**

- SPM (Science Stream)

**EXPERIENCES**

Malay (100%)

English (60%)

**LANGUAGES**

**SKILLS**

**EDUCATIONS**

**MY RESUME**