

NAME

Age : xx years
Identification no. : xxxxxx-xx-xxxx
Gender : F/M
Race :
Religion
Marital Status :



Address : 123 Address,
Street, City, State.
Contact number : +6 01 x xxx number
Email : info@youremail.com

CAREER OBJECTIVE

To acquire a position as an Administrative Executive in an organization where my skills are utilized to their maximum potential and benefit myself as well as the company.

SKILLS

- Able to communicate efficiently with people from diverse background
- Teamwork spirit and strong interpersonal skills
- Leadership/Management
- Administration and Management
- Problem Solving/Critical Thinking
- Innovation and Creativity
- Expertise in Microsoft Office (Word, Excel, PowerPoint)

PROFESSIONAL EXPERIENCE

2013 – 2015

SESCO ASAJAYA Customer Services

- To handle inbound calls from new customer or existing customer regarding the enquiries on the Sesco services
- Answering queries from customers and deliver accurate responses to customers
- Adhere processes in accordance with the call centre guidelines and standards deliver and provide accurate responses to the customers Stocks Maintenance

2012 - 2013

EVERRISE DEPARTMENTAL STORES

Sales Assistant

- involved in stock control and management
- Assisting shoppers to find the goods and products they are looking for
- Stocking shelves with merchandise
- Reporting discrepancies and problems to the supervisor
- Giving advice and guidance on product selection to customers
- Receiving and storing the delivery of large amounts of stock
- Keeping the store tidy and clean, this includes hovering and mopping.
- Dealing with customer refunds.

2011 - 2012

CHEMSAIN CONSULTANT SDN BHD

Laboratory Technician

- Organizes work by matching computer orders with specimen labelling; sorting specimens; checking labelling; logging specimens; arranging reports for delivery; keeping work surfaces clean and orderly
- Performed tests in accordance with the EPA, APHA, FDA and other approved test methods and standards.
- Water, Air, Food & Preservatives and Solid/Liquid Waste analytical services

EDUCATION

2009 –2011

PTPTL (ADVANCED MANAGEMENT & TECHNOLOGY CENTRE)

Diploma in Medical Laboratory Technology

- CGPA : 3.00

2009

SMK SEMERA

SPM

- 3 Credits

2007

SMK SEMERA

PMR

- 4 A's & 3 B's

2004

SEKOLAH KEBANGSAAN JEMUKAN

UPSR

- 4 A's & 1 B

REFEREES

Person A

Job Title

Name of Company, Street Name,
Address, City, State.

Sarawak, Malaysia.

Email: info@email.com

Contact: +60 8x xxxxxx

Person B

Job Title

Name of Company, Street Name,
Address, City, State.

Sarawak, Malaysia.

Email: info@email.com

Contact: +60 8x xxxxxx