

SITINUR

— SYAHIRAH

014 907 1216

syahirahns12@gmail.com

362Y Jalan Pemancar, 11700, Penang



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I'm someone who adapts easily to different situations. Along with being adept at time management, I possess a knack for generating inventive solutions to challenges, honed through my prior work experiences. Furthermore, I'm proficient at maintaining professionalism even in demanding circumstances.

EDUCATION

Universiti Sains Malaysia | Oct 2020 - Mar 2024

Degree of Social Sciences

Major: Anthropology & Sociology

Minor: Geography

Elective: Psychology

CGPA : 3.28

LANGUAGE

Bahasa Malaysia

English

Bahasa Indonesia

EXTRA CURRICULAR ACTIVITIES

Participated in several sport competitions :

- Ultimate Frisbee (state)
- Netball (state)
- Volleyball (MSSPP)
- Squash (MSSPP)

SKILLS

- Video editing - CapCut
- Digital Marketing - Canva
- Microsoft Office

INTEREST

- Designing
- Sports
- Photography
- Teaching

WORK EXPERIENCE

— 2024

SALES MARKETING & ADMIN ASSISTANT (Part Timer)

Nova Mulia Development | Nov 2022 - Currently

- Develop and implement strategic marketing plans to attract potential clients and promote rental services
- Manage inquiries and correspondence via phone, email, and in-person meetings
- Prepare tenancy agreement, stamping and payment advice
- Assist with administrative tasks such as data entry, filing, and document preparation
- Provide support to the sales and marketing team as needed, including preparing reports

— 2022

SALES MARKETING & ADMIN ASSISTANT (Full Time)

Nova Mulia Development | Oct 2021- Oct 2022

- Develop and implement strategic marketing plans to attract potential clients and promote rental services
- Manage inquiries and correspondence via phone, email, and in-person meetings
- Prepare tenancy agreement, stamping and payment advice
- Assist with administrative tasks such as data entry, filing, and document preparation
- Provide support to the sales and marketing team as needed, including preparing reports

— 2021

HUMAN RESOURCE ADMIN

Exyte Malaysia | July 2021 - Oct 2021

- Handle People Docs
- Handle work permit and Visa
- Data entry into Exyte system
- Assist HR Executive & Technical Recruiter

REFERENCE

Nova Mulia

Development Manager

Issara

issara.accounts@novamulia.com

016 449 7314

— 2020

CUSTOMER SERVICE

Lam Wah Ee Hospital | Jan 2020 - June 2020

- Assist with administrative tasks such as data entry and filing
- Handle paperwork and reports
- Assist customer enquiries
- Solve customer problems/complaint

KINDERGARTEN TEACHER

Tadika Mutiara Citra | Jan 2020 - Jan 2020

- Teach bahasa, english, mathematics and Islamic religious subject
- Manage day to day classroom activities

— 2018

KINDERGARTEN TEACHER

Tadika Mutiara Citra | Mar 2018 - Apr 2018

- Teach bahasa, english, mathematics and Islamic religious subject
- Manage day to day classroom activities

KINDERGARTEN TEACHER

Sunshine House Preschool | Jan 2018 - Feb 2018

- Teach bahasa, english, mathematics and moral subject

ACHIEVEMENT

- Dean's list award